

St. Cyril of Jerusalem Parish

WEBSITE ANNOUNCEMENT REQUEST FORM



PROCEDURES AND POLICIES

WEBSITE ANNOUNCEMENT REQUESTS ARE NOT GUARANTEED. *All requests submitted are subject to approval and/or editing at the discretion of the Pastor, Church Administrator or the Website Administrator and may be edited as space allows.*

- Save and/or print copy of the Website Announcement Form file to your computer as a template for future use requests. Please **DO NOT** change the original file name when submitting your request. (-[website_announcement_request_sec-reader_ws-WebAnnReq05052014.pdf](#))
- All Requests must be made using our Website Announcement Request Form. These are Acrobat PDF Fillable Forms and use the Free Adobe Reader Program. (Other pdf reader programs are not compatible with Acrobat Fillable Forms). If you don't already have Adobe Reader (version 9 or later) and need it, click below to download and install.



get.adobe.com/reader

- **All** fields on the request form must be filled in completely and **MUST** be submitted for approval **NO LATER than 9:00 AM on the preceding MONDAY** which you request your Website Announcement to be published via email to: webmeister+WebAnnRequest@st-cyril.org All requests must be sent to this email address for proper attention.
- Because of the limited space available on the website page for announcements and trying to accommodate all announcement requests, there is a **125 word MAX total limit** for each individual announcement request.
- If the text copy space provided for the text copy of your announcement is not sufficient, please continue on a second form and note "Continued" at the beginning of the text copy space. By using a second "Continued" form, there still is a **125 word MAX total limit** for each individual announcement request.
- Once the form has been completed, click the "EMAIL" button at the bottom of the form to send (for desktop email applications such as: Outlook, Outlook Express, Eudora, Mail, etc.). If you are using an Internet email service account such as Hotmail, Gmail, Yahoo, you will need to save your completed form to your computer first then manually attach it and an email and address it to webmeister+WebAnnRequest@st-cyril.org
- If you have any questions, please contact the Webmeister via webmeister@st-cyril.org.

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WEBSITE ANNOUNCEMENT REQUEST FORM

Today's Date: _____ Ministry/Organization: _____
Submitted by: _____ Event Name: _____
Contact Phone: _____ Date of Event: _____
Contact Email: _____ Time of Event: _____
Requested Publish Date: _____ Location of Event: _____

EVENT HEADLINE TITLE: _____

*Image(s): If you have a logo or icon and would like it to be part of your announcement, please attach it to this request (jpeg, png or gif file formats only) as space allows.

Event Announcement Description Text Copy: [Please provide a brief description (125 words or less). Attach an additional page if necessary.]

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IMPORTANT NOTES:

- This request form must be submitted for approval no later than 9:00 AM on the preceding Monday which you wish your Website Announcement to be published via email: webmeister+WebAnnReq@st-cyril.org
- If the space provided above is not sufficient for your announcement, you may attach an additional typed page to this form.
- * Bulletin Announcements are for non-commercial use. If you would like to become a "Bulletin Advertising Sponsor" for St. Cyril of Jerusalem Parish #513813, please contact JS Paluch Co. via phone: 800.231.0805 -or- www.jspaluch.com for more information.
- **Any questions or concerns, contact Mr Greg –via- webmeister+WebAnnReq@st-cyril.org**
- **Notes:** _____

[OFFICIAL USE ONLY] • Publish Start Date: _____ Publish End Date: _____ • date rec'd: _____ denied by: _____ approved by: _____