

## **2017 Communications Deadlines and Guidelines**

We have multiple channels available for publicizing the events and ministry opportunities offered through Rome First UMC. These include our monthly newsletter, The Herald, a weekly news brief (hard copy and digital) as well as our website. If you would like to publicize your event through one of our offered channels, please fill out the request form below with as many details as you can provide. The request form needs to be completed and submitted according to our timeline. All submissions are subject to editing as needed or can be denied. If you have any questions in regard to communications at Rome First UMC, please Jennifer Talley at [jtalley@romefirst.org](mailto:jtalley@romefirst.org) or contact the church office at 706-291-8590 ext. 1 or 7.

**June Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, May 25th**

**July Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly newsletter, The Herald, June 26th**

**August Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, July 26th**

**September Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, Aug. 28th**

**October Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, Sept. 26th**

**November Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, Oct. 26th**

**December Deadlines: Weekly update, due by Wednesday of each week**  
**Monthly Newsletter, The Herald, Nov. 21st**