

## **Immanuel Lutheran Church Communication Procedures**

*Information on where and how to submit publicity of your event to the Immanuel community.*

All submissions will be subject to approval of Immanuel Church or School staff.

### **Church Weekly** (newsletter disseminated each week at church and online)

Due: Wednesday by 2:00

How: email text or attachment as pdf or doc file

Where: [swatzlawick@immanuel-ed.org](mailto:swatzlawick@immanuel-ed.org)

### **Nexus** (monthly newsletter, mailed and online)

Due: 15<sup>th</sup> of the month

How: email text or attachment as pdf or doc file

Where: [swatzlawick@immanuel-ed.org](mailto:swatzlawick@immanuel-ed.org)

### **Church Announcements** (onscreen or verbal announcement before services)

Due: Friday by noon

How: email request to William Gade.

Where: [wgade@immanuel-ed.org](mailto:wgade@immanuel-ed.org)

### **Immanuel School Weekly** (weekly newsletter disseminated to school families)

Due: Thursday by noon

How: email text or attach a word or publisher file (doc or pub file).

Where: [tkamp@immanuel-ed.org](mailto:tkamp@immanuel-ed.org)

### **Church Monitors** (visual slideshow in church hallways)

How: assumes you have given publicity to church office for other publications.

Where: call the church office 847-428-4477 or email [swatzlawick@immanuel-ed.org](mailto:swatzlawick@immanuel-ed.org)

### **Immanuel Website** (Immanuel-ed.org)

Send requests for website changes or updates via email to the church office.

How: email request

Where: [swatzlawick@immanuel-ed.org](mailto:swatzlawick@immanuel-ed.org)

### **Bulletin Boards** (church hallway boards)

How: Bring item to be posted to church office during normal working hours.

### **Press Releases** (information to be sent to local newspapers for publicity to the community)

How: email press release as an attachment in pdf or doc format

Where: [jheinz@immanuel-ed.org](mailto:jheinz@immanuel-ed.org)

### **Email announcements** (publicity to be sent via email to congregation members)

How: email is disseminated through Constant Contact.

Where: send request to [swatzlawick@immanuel-ed.org](mailto:swatzlawick@immanuel-ed.org)

### **Prayer Requests** (prayers to be shared in church and on the Immanuel email prayer chain)

How: email request

Where: send prayers for church to [wyonker@immanuel-ed.org](mailto:wyonker@immanuel-ed.org) and for the prayer chain to [immanuelprays@hotmail.com](mailto:immanuelprays@hotmail.com)