

Chapel by the Sea Presbyterian Church

PUBLICATION REQUESTS

If you would like your event to be included in Chapel's publications or other platforms, please complete this form and submit to Office Administrator. You may also submit your request by email, which would be the preferred method (send to denise@chapelbts.org and cc: holly@chapelbts.org).

NAME OF GROUP/PERSON HOSTING EVENT: _____

CONTACT FOR EVENT: _____

(Include Name, Phone and Email)

DATE OF EVENT: _____

_____ Bulletin (Indicate which Sunday(s) to be included. Deadline for submission is no later than Wednesday by 12 noon of that week.)

_____ Monthly Tidings (Deadline for submission is usually the 19th of the preceding month, i.e. December 19 for January issue)

_____ Roadside Signage

_____ Observer Newspaper (_____ Free Listing or _____ Paid Ad)
(Deadline for submission is the Friday of the preceding week, i.e. Friday for a Wednesday Publication.)

_____ Sand Paper (_____ Free Listing or _____ Paid Ad)
(Deadline for submission is the Monday of that week, i.e. Monday for a Friday Publication)

_____ Sand Life Magazine
(Deadline for submission is the 15th of the preceding month, i.e. December 15 for January Publication.)

_____ Facebook

If you do not have email, please use a separate sheet with the information to be included (please print clearly). If you have hard copies of pictures/event logo, the office can scan those items to be included.