

# Communications Deadlines

Publicity	Deadline	Notes
CONNECT (Spring issue)	November 1	Distribute Dec. 15 (covers Jan-May)
CONNECT (Summer issue)	March 1	Distribute April 15 (covers May-Aug)
CONNECT (Fall issue)	June 1	Distribute July 15 (covers Aug-Dec.)
In Touch Newsletter	1st of month prior	Ex. June 1 for July newsletter
Website	1st of month or 30 days before event	Major additions may require more time
Video Loop	1st of month or 30 days before event	
Bulletin	Monday, 5 p.m., 2 weeks prior	
E-News	Monday, 5 p.m., 2 weeks prior	
Sermon Series	Use CONNECT Deadline	Ex: Christmas info by June 1 for Fall issue
Sermon Series (with Direct Mail)	3 months prior to begin	Extra time to prepare direct mail card
Worship Info for Bulletin	Tuesday, 6 p.m. week of	Only for script, liturgy, hymns, study guide, etc.

For more information, contact Tammy Hise, Director of Communications, at ext. 206, or [tammyh@tmumc.org](mailto:tammyh@tmumc.org)  
or Randeep Paraskevopoulos, Communications Coordinator, at ext. 257, or [randeep@tmumc.org](mailto:randeep@tmumc.org)