



## 2020 COMMUNICATIONS DEADLINES

PUBLICATION	2020 ISSUE DATES		SUBMISSION DEADLINE (BY 12PM)
<i>Connections Magazine</i>			
	Spring (Feb., Mar., Apr.)		November 18, 2019
	Summer (May, June, July)		March 2, 2020
	Fall (Aug., Sept., Oct.)		June 1, 2020
	Winter (Nov., Dec., Jan. 2021)		September 1, 2020
	Spring 2021 (Feb., Mar., Apr.)		November 23, 2020
PUBLICATION	2020 ISSUE DATES		SUBMISSION DEADLINE (BY 9AM)
<i>e-Connections/Sunday Bulletin</i>	<i>e-Conn – Friday</i>	<i>Bulletin - Sunday</i>	
	January 3	January 5	December 20
	January 10	January 12	December 27
	January 17	January 19	January 3
<b>Office Closed Monday, Jan. 20</b>	January 24	January 26	January 10
	January 31	February 2	January 17
	February 7	February 9	January 24
	February 14	February 16	January 31
	February 21	February 23	February 7
	February 28	March 1	February 14
	March 6	March 8	February 21
	March 13	March 15	February 15
	March 20	March 22	February 28
	March 27	March 29	March 6
	April 3	April 5	March 13
<b>Easter   Floating Holiday April 10 or 13</b>	April 10	April 12	March 20
	April 17	April 19	March 27
	April 24	April 26	April 3
	May 1	May 3	April 10
	May 8	May 10	April 17
	May 15	May 17	April 24
	May 22	May 24	April 24: Need info one week early
<b>Office Closed Monday, May 25</b>	May 29	May 31	May 8
	June 5	June 7	May 15
	June 12	June 14	May 22
	June 19	June 21	May 29
	June 26	June 28	June 5
<b>Office Closed Friday, July 3</b>	July 3	July 5	June 12
	July 10	June 12	June 19
	July 17	July 19	June 26
	July 24	July 26	July 3
	July 31	August 2	July 10
	August 7	August 9	July 17
	August 14	August 16	July 24
	August 21	August 23	July 31
	August 28	August 30	August 7
<b>Office Closed Monday, Sept. 7</b>	September 4	September 6	August 14
	September 11	September 13	August 14: Need info one week early
	September 18	September 20	August 28

	September 25	September 27	September 4
	October 2	October 4	September 11
	October 9	October 11	September 18
	October 16	October 18	September 25
	October 23	October 25	October 2
	October 30	November 1	October 9
	November 6	November 8	October 16
	November 13	November 15	October 23
	November 20	November 22	October 30
<b>Office Closed, Nov. 26 – 27</b>	November 27	November 29	November 6
<b>Advent Begins, Dec. 6</b>	December 4	December 6	November 13
	December 11	December 13	November 20
	December 18	December 20	November 27
<b>Christmas   Office Closed, Dec. 24 – 25</b>	December 25	December 27	December 4
<b>Office Closed, Jan. 1</b>	January 1, 2021	January 3, 2021	December 11
	January 8, 2021	January 10, 2021	December 18
	January 15, 2021	January 17, 2020	December 25
	January 22, 2021	January 24, 2020	January 1, 2020
<b>PUBLICATION</b>	<b>2020 Special Bulletins</b>	<b>SUBMISSION DEADLINE (BY 9AM)</b>	
<i>Easter Bulletin</i>	Going to Printer, March 31*	March 20	
<i>Christmas Eve Bulletin</i>	Going to Printer, Tuesday, Dec. 8*	November 20	
<i>Night of Christmas Worship</i>	To be Printed, Dec. 16 – 17	December 4	
<i>* These dates may change depending on when the Print Vendor needs artwork. We will notify if dates change.</i>			

### How to submit your information:

Please send your article/announcement via the DUMC website ([dunwoodyumc.org/forms](http://dunwoodyumc.org/forms)). The Communications Request Form is under the Communication’s headline. Please note that copy is subject to editing for length and to help maintain a consistent format. If a room within the church is required for your event, secure your space (via Facilities Request Form or EventU) *prior* to submitting a Communications Request Form.

### Announcement format:

**E-connections:** Name Headline (include descriptor of desired action, ie: Mission Monday Volunteers, CAC Donations). Date, time, location, brief summary, web link (if applicable), contact information (include name and email and/or phone).

**Sunday Bulletin:** Name Headline (include descriptor of desired action, ie: Mission Monday Volunteers, CAC Donations). Date, time, location, brief summary, contact information (include name and email and/or phone).

**Connections:** For Connections you may choose to submit an announcement or a short article (about 350 - 500 words). Visuals can be attached to the Communications Request Form.

### Graphics format:

Name Headline (include descriptor of desired action, ie: Foodstock Digital Campaign Promotions, Easter Campaign Graphics). Date, time, location, brief summary, web link (if applicable), contact information (include name and email and/or phone), list of desired graphics (Kiosk, Social Media, A-ha! Connections, Crier Ad, Facebook Event Graphic, E-Flyer, E-blast Header).

### Contact DUMC Communications Staff with questions:

[Communications@dunwoodyumc.org](mailto:Communications@dunwoodyumc.org) (email goes to all Communications Staff)

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