

BIWEEKLY *TRINITYEVENTS* DEADLINES

JULY-OCT 2017

PUBLICATION DATE/NAME	DATE TO PRINTER	SUBMISSION DEADLINE
7/9 + 7/16 PENTECOST 6 + 7	TO PRINTER BY 6/30	6/25
7/23 + 7/30 PENTECOST 8 + 9	TO PRINTER BY 7/18	7/9
8/6 + 8/13 PENTECOST 10 + 11	TO PRINTER BY 8/1	7/23
8/20 + 8/27 PENTECOST 12 + 13	TO PRINTER BY 8/15	8/6
8/20 + 8/27 PENTECOST 12 + 13	TO PRINTER BY 8/15	8/6
9/3 ONE-WEEK PENTECOST 14	TO PRINTER BY 8/29	8/20

End of Summer Worship Schedule

9/10 + 9/17 PENTECOST 15 + 16	TO PRINTER BY 9/5	8/27
9/24 + 10/1 PENTECOST 17 + 18	TO PRINTER BY 9/19	9/10
10/8 + 10/15 PENTECOST 19 + 20	TO PRINTER BY 10/3	9/24
10/22 + 10/29 PENTECOST 21 + 22	TO PRINTER BY 10/17	10/8

EVENT SUBMISSION GUIDELINES

The deadline for *TrinityEvents* submissions is **two weeks prior to the first Sunday of publication.**

Please remember to include in your *TrinityEvents* submission:

- (1) a title for the event;
- (2) a date, time (including total length of the event), and location, in that order;
- (3) a clear and concise description of the event (**no more than 60 words/three sentences!** Communications reserves the right to thoughtfully edit all submissions.);
- and (4) a contact name, and email or phone number (preferably both).

Looking for a great way to highlight some of your ministry work and encourage newcomers? We are always looking for photos! If you have snapshot of your event, please send a high-resolution file to us along with a cut-line identifying the people & event in the photo. You can also submit photos to our Flickr photo group, available at bit.ly/trinityphotos.

Please send all submissions to trinityevents@trinitychurchboston.org
or use the new webform here: trinitychurchboston.org/trinity-events-submission-form