Website Publishing Guidelines 2017

This is a guideline standard for all content to be published on the website.

**All content must strive to be of high quality.**

* Images must be high resolution; Clip art will not be accepted. Any content that has images deemed unacceptable **will not be posted on the site and a substitute will be provided**. There are multiple free resources that provide high resolution photos like [Pexels](https://www.pexels.com/) or Adobe Spark on mobile.

Good Not Good

 

**Clear, Concise information for your audience is key.**

* Example – Specific times and locations for events. Correct Contact information for any further questions.

**Proofread**

* We are the publishers, not the editors, please check all content for the message you are giving is accurately spelled.

**Timeliness and Turnaround Time**

* Last minute requests will be judged on a **case by case basis**. Turnaround time for all requests is a **minimum of 8 hours**. While we will absolutely strive to complete the task under that timeframe, there will be core hours of content publishing for the Website Team.
* Examples of ASAP requests are anytime the Church will be closed unexpectedly i.e. Snow, Pipe burst, etc.
* Examples not of ASAP requests are “I forgot to send this announcement…..” – While we are sympathetic, this request will adhere to the 8-hour turnaround time.