

Website Publishing Guidelines 2023

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**. If we must provide a substitute, the turn-around time could be up to five days. There are multiple free resources that provide high resolution photos like [Pexels](#) 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 to ensure the message you are giving is correct and 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.