



Thank you for sharing your news!

To share a story for web publication, please follow the below process:

- Submit your story details in the below form.

<https://app.smartsheet.com/b/form/dd2deaeb601e47d48e77e90959a566f2>

- Attach all photos, logos, video links, images and story content as an attachment in the form. Please note, if photos or videos are used, you will need to provide approval for use from the person(s) in the photo or video.

Acceptable content formats:

- Photos, Images, Logos - Photos, images and logos can be submitted as JPEG, PDF or GIF files. Please make sure photos are not under 300DPI, low-res images or thumbnails.
- Story content – MS office programs such as Word or Powerpoint, Adobe Suite such as InDesign, Illustrator.
- Survey content – If your story requires a response such as a registration, communication sign up, or volunteer form, please be sure to include the information for the survey or reply form.
- Videos – please provide a link to the posted file or the MP3 file.

Helpful Hints:

- Please keep story content to approximately 1,500 words.
- If you would like to caption your photos, please number the images and provide the captions according to the photo number. This can also be uploaded as part of your attachment documentation.

Post Content Submission:

- The form and attachments will be submitted to our design team.
- You will receive a confirming email of submission and a follow up within 24 hours of receipt.
- Standard schedule proofing: A PDF proof of the final content will be sent to the email on your submission form for your approval in approximately 5-7 working days.
- Rush schedule proofing: If your content is a rush project, a PDF will be received within 48 hours.
- Please review the content layout and reply to the proof email with “Approval or changes required”
- Changes will be updated and a new PDF proof will be sent for approval within 48 hours of submission.
- Once approved, the content will be submitted for activation on the website. Timing for the content will follow the dates provided in the original submission form.
- If for any reason the content needs to be removed prior to the deactivation date specified, you will be notified prior to deactivation.

Sample Story – includes imagery, text and video link



COVENANT ON YOUTUBE

On Wednesday evening May 20, a small group gathered to record the service for Sunday May 24. Dr. Kyle Allen and Dr. Jennifer Powell led the service, Richard Rudolph led a small but powerful choir, Ronn Lowe offered uplifting organ music, and Scott Ramsburg applied his expert camera work to capture the service. All of this was done while maintaining the proper precautions and social distancing. This format will be used for the next few weeks.



[CLICK TO PLAY VIDEO](#)

Sample Story – includes imagery, text and survey response section.



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If you would like to learn more or volunteer your videography skills, please click the link below to fill out a short survey.

[CLICK HERE FOR SURVEY](#)