

St. Mary's Weekly Communication Guidelines
(updated 12/1/2022)

Do you have an event to be included in the St. Mary's Weekly? The Communications Team is providing some guidelines so you can be assured that we are posting your event or article correctly. Remember to include the following information in your submission.

Who: Include your Name and/or the St. Mary's organization sponsoring the event.

When: The Date and time of your event

What: Please include the name and description of your event.

Where: The Location of your event.

How: Contact information regarding your event.

By including this information, the Communications Team will have complete information when posting your event in the St. Mary's Weekly. All items that appear in the Weekly will also be transferred to the blogpost on the St. Mary's website.

Please email any questions to communications@saintmarysepiscopal.org. Please use the Google form ([Click HERE](#)) to submit your event or article. Remember to submit by 9PM on Monday to have it appear in the Weekly that will be emailed out on Friday.