

ST. PAUL LUTHERAN CHURCH & SCHOOL COMMUNICATION GUIDE

SCHOOL:

Echo (Weekly e-newsletter emailed to school families each Friday during school year)

Submission deadline: Wednesday, 12pm

Contact: Kathleen Gridley, School Admin

262-377-4659, Ext. 320

kathleen.gridley@splgrifton.org

Online Calendar/Room Reservations

Contact: Meagan Steinke, Receptionist

262-377-4659, Ext. 310

meagan.steinke@splgrifton.org

Online Calendar and Room Reservation Form can be found at splgrifton.org/church (Scroll down to Room Reservation Form)

CHURCH:

Sunday Bulletin (also available online at splgrifton.org/church/bulletins)

Submission deadline: Tuesday, 10am

Due dates differ around holidays. See Bulletin for details.

Contact: Martha Witt, Church Admin

262-377-4659, Ext. 332

Email both martha.witt@splgrifton.org and dawn.sinur@splgrifton.org

Grace Gazette (Weekly e-newsletter emailed each Thursday)

St. Paul Website – splgrifton.org

Social Media – facebook.com/SPLChurchGrafton; instagram.com/stpaullutheranchurch

Pre-Service Slides

Outdoor Electronic Sign

Newspaper advertising/Grafton Chamber of Commerce

- News Graphic – Tuesday / Thursday
- Ozaukee Press – Thursday
- Grafton Chamber of Commerce – Chamber Shorts e-newsletter Thursdays.
Monthly e-newsletter 1st day of month

Vimeo – vimeo.com/splchurch

Submission deadlines:

Grace Gazette and Pre-Service Slides: Wednesday, 12pm

St. Paul Website/social media/Electronic sign/Newspapers – as needed.

Contact: 262-366-1310 (call/text)

dawn.sinur@splgrifton.org

NOTES:

- Please include all event information, photos, or graphics that you want published.
- Include flyers/graphics electronically; ideally editable so we can resize as needed.
- Please print out and bring to Church Office any flyers to be placed on the Bulletin Boards in the Narthex for approval.
- All submissions are subject to approval and may be edited for content or publication space/adhering to deadlines.