

# 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](mailto:kathleen.gridley@splgrifton.org)

### **Online Calendar/Room Reservations**

Contact: Meagan Steinke, Receptionist

262-377-4659, Ext. 310

[meagan.steinke@splgrifton.org](mailto:meagan.steinke@splgrifton.org)

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

## CHURCH:

**Sunday Bulletin** (also available online at [splgrifton.org/church/bulletins](http://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

[martha.witt@splgrifton.org](mailto:martha.witt@splgrifton.org)

**Grace Gazette** (Weekly e-newsletter emailed each Thursday)

**St. Paul Website** – [splgrifton.org](http://splgrifton.org)

**Social Media** – [facebook.com/SPLChurchGrafton](https://facebook.com/SPLChurchGrafton); [instagram.com/stpaul Lutheranchurch](https://instagram.com/stpaul Lutheranchurch)

**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 1<sup>st</sup> day of month

**Vimeo** – [vimeo.com/splchurch](https://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](mailto: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/posting.
- All submissions are subject to approval and may be edited for content or publication space/ adhering to deadlines.
- Using Canva? Share your design to our Canva account at [communications@splgrifton.org](mailto:communications@splgrifton.org).

