

Updated 11-2016

GUIDELINES FOR THE MESSAGE BOARD

1. **Create slides** in Publisher or Power Point – landscape only, size must be 16.535 x 11.693; save in JPEG format
2. **Submit created files** to Sr. Eileen for approval to post. eileen@st-alphonsus.org
3. **Provide preferred date** that slides will begin to appear. **Submission Deadline** – Monday by Noon of the week it would be posted. (e.g., to post for weekend of November 26/27 – the deadline would be noon on Monday, November 21st)

Deadline is firm; no last minute postings!

4. Once approved, the slides will be sent to Barb Kowalczyk for review, before they are sent on to the person designated to post. **No staff person creates or edits someone else's submitted slides.**

If a slide is incorrect, inaccurate, or inappropriate, it will be sent back to the person who submitted it to make changes/corrections.

5. **Slides will be published on Thursday, early afternoon,** and will run until the event date is over or until the date requested, and then be deleted.