# Highland Presbyterian Church Newsletter Submissions

**When?** 15th of each month

**To Whom?** Lynn Diebold

**How?** Microsoft Word (narrative) or .jpeg (picture)
Attach email to: lynn.diebold@hpclouisville.org

We would be happy to publish as many articles and pictures regarding the activities and announcements of any mission or group of Highland Presbyterian Church as we are able. Because space is limited, however, and because our audience has only one known unifying interest (the ministry and mission of this church), we have decided not to publish any advertisements regarding any or partisan political or commercial activities.

If you have an announcement, picture, or article you'd like included in the newsletter, please send it to Lynn Diebold as an email attachment of 350 words or less in Microsoft Word format. If you send a picture, send 200 words or less along with your *picture (*in .jpeg format). If your announcement is brief, (less than 50 words) feel free to include it in the body of your email. Unfortunately, memories and voicemail systems are not sufficiently reliable, so please make sure all your submissions are in writing or email. If you are not an email user, just place a readable copy in the Church Office on Lynn Diebold's desk.

We have many submissions each month, and will be happy to publish any that arrive before the 15th. If you miss the deadline, we'll happily include your article in the next publication. If that won't be timely, please contact Communications Committee member Larisa Gilbert at JayAndLarisaGilbert@gmail.com who will help figure out how best to make your announcement known to the congregation or a particular group within the church.

THANK YOU