

# Bellaire UMC Welcomes Your News!

## SUBMISSION FORMAT AND GUIDELINES

### “The Vine” newsletter

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SOFTWARE: Microsoft Word (*NO formatting* - bold, italicize, font colors, etc.)

FONT: Arial

TYPE SIZE: 10 point

ALIGNMENT: Left (right ragged)

LINES: Single spaced – only one space between sentences

PARAGRAPHS: Block – no indentation

USE SPELL CHECK AND PROOFREAD YOUR WORK!

DEADLINE: Attach the document to an e-mail and send to Bea Johns  
(bjohns@bellaireumc.org) no later than 5 p.m. Wednesday for the next week's issue.

### Web site

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SOFTWARE: Microsoft Word (*NO formatting* - bold, italicize, font colors, etc.)

FONT: Arial

TYPE SIZE: 10 point

ALIGNMENT: Left (right ragged)

LINES: Single spaced – only one space between sentences

PARAGRAPHS: Block – no indentation

USE SPELL CHECK AND PROOFREAD YOUR WORK!

DEADLINE: There is no deadline. Attach the document to an e-mail and send to  
info@bellaireumc.org anytime.

## Worship bulletins

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SOFTWARE: Microsoft Word (*NO formatting* - bold, italicize, font colors, etc.)

FONT: Arial

TYPE SIZE: 10 point

ALIGNMENT: Left (right ragged)

LINES: Single spaced – only one space between sentences

PARAGRAPHS: Block – no indentation

USE SPELL CHECK AND PROOFREAD YOUR WORK!

DEADLINE: Attach your document to an e-mail and send to Rachel Smith (rsmith@bellaireumc.org) no later than 9 a.m. Monday for the following Sunday.

- Please state what bulletin the item needs to run: 8:30 a.m., 10:55 a.m. or both.

## Sunday school binders

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SOFTWARE: Create your message in Microsoft Word, Publisher or PowerPoint  
PROOFREAD YOUR WORK!

DEADLINE: Attach your document to an e-mail and send to Rachel Smith (rsmith@bellaireumc.org) no later than 12 p.m. Tuesday for the upcoming Sunday.

## PowerPoint slides for FLC and Fellowship Hall

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SOFTWARE: Create your message in PowerPoint or drop your text in an e-mail.  
PROOFREAD YOUR WORK!

DEADLINE: Attach your document to an e-mail and send to Shirley Lloyd (shirley.lloyd@gmail.com) no later than 12 p.m. Friday for the upcoming Sunday.

PLEASE NOTE: We reserve the right to edit all information to meet our publication needs and guidelines. Due to space restraints, we cannot guarantee all submissions will be accepted.