Guidelines for RE:Mac Bulletin

Our weekly bulletin is an important way we communicate to our MacChap community. We want it to a useful document for the whole community so if you are sending something to be added into the bulletin please take note of the guidelines below.

• If you have something to add then please send your information to Sharon West by email, Sharon@macchap.com.au by 10am Thursdays.

• Notices will not be automatically added. At times they will be delayed due to other notices taking precedence, at other times the pastoral staff will decide if a notice is appropriate or timely.

• In principle we do not advertise personal or business items, especially if they involve a paid service.

• We have limited space so please keep any notices to 50 words or less.

• The easiest way to send us information is to simply write it in an email or attach it in a word document.

• If you would like a particular image then please attach it to an email. Please do not insert it in a Word document.

> • JPEG or GIF images are best. An ideal size is between 300kb to 900kb (any bigger will make the bulletin too large).

• Typically we will announce that contact details can be found in the Directory instead of publishing your contact details. If you would prefer, we can publish the church office number and forward comments to you.