







## The Calvary Connection Editorial Calendar 2011

Month	Year	Theme/Focus	Due Date for Articles/1 <sup>st</sup> Draft	2 <sup>nd</sup> Draft/Revisions	Final	Flier Deadline
February	2011	<i>Black History Month</i>	1/7/11	1/14/11	1/27/11	1/27/11
April	2011	<i>Easter</i>	3/11/11	3/18/11	3/25/11	3/25/11
June	2011	Education	5/13/11	5/20/11	5/27/11	5/27/11
August	2011	Miscellaneous	7/08/11	7/15/11	7/22/11	7/22/11
October	2011	<i>Health Month</i> features: any article pertaining to health and wellness	9/9/11	9/16/11	9/23/11	9/23/11
December	2011	<i>Christmas</i>	11/11/10	11/18/11	11/25/11	11/25/11

### Submission Guidelines:

-  All articles need to be submitted by the due dates. Articles submitted after the due date may not make it in time for the edition; however, depending on the article and its theme, it may be published at a later date. Please email to: [connection@calvarybc.org](mailto:connection@calvarybc.org) or place your articles in the Calvary Connection mailbox.
-  All articles must be no more than 200 words and are subject to editing. However, feature stories may be written up to 250 words. Please submit all articles in Word format, single spaced, size 10 font using either Times New Roman or Arial.
-  All writers will be given the opportunity to review edited work. If your article has been edited, it will be returned to you in time to meet the revision deadline. Once articles have been returned to you, it is imperative that you return it to The Connection no later than the revision due date because of time constraints. All efforts will be made to include your articles should you submit it late.
-  Flier submissions need to be sent via email to [connection@calvarybc.org](mailto:connection@calvarybc.org) in PDF or jpeg format and are due no later than the deadline date. Please note that adherence to flier submission dates is crucial in order to properly promote your event. All fliers are subject to being reduced in size and placement is at the discretion of the editor.
-  Please provide all contact information, name, phone numbers and email addresses by which you can be reached.

### Questions:

-  Contact Min. David Hollowell and Min. Evonne Jefferson at [connection@calvarybc.org](mailto:connection@calvarybc.org)