

WEB SITE SUBMISSION GUIDELINES

All Web site submissions should be emailed to Lisa Tanico (lizal@muirschapelumc.com). The complexity of the request will determine the time for completion and uploading. Please refer to the general guidelines below. For clarification or submissions that are not easily outlined in email, please contact Lisa Tanico by phone (299-1913) and arrange a meeting. Generally speaking, the Web site is updated once weekly.

Individual ministries are responsible for updating the content of their respective sections of the site. Directors should email Lisa Tanico on a monthly basis with updates and/or changes, if applicable. Changes and/or submissions WILL NOT AUTOMATICALLY BE MADE to any particular ministry's site space.

TO SUBMIT FOR THE WEB SITE...

Pictures and artwork: Photographs should be JPEG and not Web-optimized. Raw format from digital cameras is fine. Vector (line) art should be in GIF format and not Web-optimized. If pictures need to be retouched or altered in any way, please indicate, and allow for extra time.

Music: Should be UNcompressed audio files (i.e., .AIFF, .WAV); please, no MP3.

Video clips: Should be .AVI or .MOV; please, no MPEG files.

Copy: If copy is provided, please check for spelling and grammatical errors prior to submission. Production staff is not responsible for errors. If you would like Lisa Tanico to write the copy, please indicate, and allow two extra days for proofing and corrections. Please submit text files in .TXT, .RTF, or .DOC format.

Calendar items: Please provide to Lisa Tanico a detailed listing of all your ministry's events for any particular time period. Your items will be added to the general calendar, as well as your ministry's home page calendar (if applicable).

Flash movies and slide shows: If it is applicable and feasible to display quantities of pictures on the Web site, please contact Lisa Tanico with your request.

Please do NOT simply send a URL asking me to locate and download information from a Web site for use on our Web site. This only slows down the process of providing you with your anticipated results. Your participation and involvement in gathering materials (files) for your ministry's Web presence is very much appreciated.

Concerning children and childrens' ministries: We are always highly concerned with the safety of our children at Muir's Chapel, and as such, the Web site will NOT include any visual reference to our Playschool or the children attending. This includes directions to the Playschool site, maps of the Playschool location, and actual pictures of the children (unaccompanied by adults). Pictures and/or slide shows featuring children will NOT be shown on the Web site, but rather made available on media such as CD and DVD.

SUBMISSION GUIDELINES FOR THE INFORMATION CENTER

If you would like a sign made for an upcoming event or meeting and placed on the Information Center (located outside the KCC multipurpose room), please fill out the appropriate form and give it to Lisa Tanico.

Following the form's guidelines, you may also type the sign's information (please don't write by hand) and drop it off at the church office. Requests must be made at least two and a half weeks prior to the event. Be sure to include all pertinent dates, times, and location information, and be sure to proof-read for errors.