



PCCT Web Site Content Submission Form

INSTRUCTIONS FOR PREPARING & SUBMITTING CONTENT

Information may be prepared in any of these formats: Microsoft Word, WordPad, or plain text.

Material that has been scanned will not be accepted.

Use type font Times New Roman, 10 point type.

Provide a description with complete details (who, what, when, where, why).

Maximum word count = 85.

Maximum title length = 25 characters and spaces.

Do not embed photographs in text; attach them separately. Limit of 2 photographs per submission.

Submit photographs in JPG format only. We cannot accept photographs in camera RAW format.

Do not resize photographs. They will be resized by the Webmaster to fit space available.

Identify all people in photographs. For individuals under the age of 18, a completed consent form must also be submitted.

REQUESTOR: _____

DAY TIME E-MAIL: _____

DAY TIME PHONE #: _____

COMMITTEE: _____

COMMITTEE CONTACT NAME & PHONE #: _____

CONTENT TITLE (MAX 25 CHARACTERS/SPACES) _____

CONTENT DESCRIPTION (MAX 85 WORDS): ATTACH SEPARATE FILE TO BE EMAILED

Insert material into existing web site page

- | | | |
|---|---|--|
| <input type="checkbox"/> Home | <input type="checkbox"/> Forms & Brochures | <input type="checkbox"/> Sacraments & Services |
| <input type="checkbox"/> Confirmation Class | <input type="checkbox"/> General Information | <input type="checkbox"/> Sessions |
| <input type="checkbox"/> Education | <input type="checkbox"/> Help Wanted/Volunteers | <input type="checkbox"/> Special Events |
| <input type="checkbox"/> Events Calendar | <input type="checkbox"/> History | <input type="checkbox"/> Tidings |
| <input type="checkbox"/> Fellowship | <input type="checkbox"/> Music | <input type="checkbox"/> Witness & Outreach |

Specify archive date: _____ (all material is automatically archived in 90 days unless specified)

Specify content that is to be replaced: _____

Where else should this content be submitted? Tidings Bulletin Other _____

E-mail all information to SharonM@pcct-nj.org, including:

- completed form file (title and description) photographs (with captions)

Content may be edited to fit space available