

Bethania Moravian Church
Request for WEB Site
Information Posting

Before submitting this request, if you plan to use church facilities, have you completed a “Special Events Request Form” and received approval?

Contact Web site administration team via email at bethaniawebmaster@gmail.com
(Copy the church secretary, this will ensure your information will appear in the worship service bulletin and or news letter.)

- Is posting to be placed on the web site, bulletin board, youth page, etc.
- Write your posting just as you want it to appear on the web site. Sending a text file, MS Word etc. is helpful to the site administrators as they can quickly copy and paste your information.
- Include the details of posting request:
 - date your post should start, meeting, event, service, etc.
 - date and time of the event and other pertinent information
- Attach any photo, graphic, etc. you wish to appear with the posting. It is preferred that pictures be in a low resolution if possible.
- Please include a phone number where you can easily be reached.

Submitting your posting request a month prior to the event is highly suggested. Last minute request cannot be guaranteed a posting.

Thank you from your web team.

Kimberly Swaim, Renee Martin and Sherman Pope