



## Web Content Submission Policy

If you desire to submit "Content" (Announcements, Discipleship Lessons, Articles of Interest, Hyperlinks, Photographs, Graphics, Video and/or Audio clips or any other items) to the **Church of the Great Commission** (CGC) website, you must adhere to the criteria listed below and fill out the **Web Content Submission Form**.

### *Criteria for Submitted Content*

- The submission must be related to one of the subject areas covered by this site, be of interest to the CGC Family (and those interested in becoming part of the CGC Family), and not infringe copyright laws.
- Must be approved by CGC Leadership (Elders or Elder approved Ministry Leader) prior to submission.
- The submission should be edited (Proofed) for spelling, grammar and style.
- Acceptable file formats for documents include Rich Text (.rtf), Microsoft Word (.doc) or Adobe Acrobat PDF (.pdf – \*If document already exists in this format. Document will be posted as a downloadable file.).
- Graphics should be in separate files (.jpg, .gif, .bmp), not embedded in the document.
- Multiple files can be sent in a compressed (.zip) file.
- Submissions should be submitted via 3.5 Floppy Disk, CD or as an Attachment in an Email (**Do not type submitted content in the body of an email**).
- As a general rule of thumb, submitted announcements are typically 10 to 100 words in length. Anything longer will be posted to the web as a downloadable (.pdf) file.
- Content must be submitted along with a completed and signed **Web Content Submission Form**.
- Content must be submitted at least:
  - **Two (2) weeks in advance** for content that requires **no** formatting.
  - **Three (3) weeks in advance** for content that requires formatting.
  - Special CGC Events (i.e. Church Anniversary) **at least three to six (3-6) months** prior to event.
  - Mission Trip information must be submitted, in its entirety, **at least three to six (3-6) months** prior to trip.

Most content submissions from CGC Leadership, Membership and/or External Organizations, on relevant topics, will be published to the web with format modifications that fit the CGC Website layout and design.

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#### **Mailing Address:**

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Office/Fax: (321) 206-4946 ~ **Visit our web site at** [www.commission.org](http://www.commission.org)