

Westminster Communications

Westminster Community Newsletter

Newsletters are published monthly. It helps to begin thinking about your communications strategy when you begin your project, in order to allow yourself time to gather information, get approvals from committees, write articles, and submit any pictures or logos by the deadline for the newsletter in which you want your article to appear. Contact: **Kristen Steele and Kris Pardue** (ksteele@nashvillewpc.org; kpardue@nashvillewpc.org)

Newsletter	Deadline for newsletter
July 2018	June 8
August 2018	July 6
September 2018	August 10
October 2018	September 7
November 2018	October 12
December 2018	November 9
January 2019	December 7

Westminster Connection email blast

The Westminster Connection goes out via email each Friday and is used mostly for short reminders of sign ups, events, and classes happening in the coming week.

Deadline: Thursdays at 10:00 a.m.

Contact: Kris Pardue and Kristen Steele (kpardue@nashvillewpc.org; ksteele@nashvillewpc.org)

Window on Westminster

The Window on Westminster is the "Reader's Digest" condensed version of the newsletter. It gives people little nibbles of what's happening and what's to come.

Deadline: each Tuesday at 4:00 p.m.

Contacts: Kris Pardue and Donovan Drake (kpardue@nashvillewpc.org; ddrake@nashvillewpc.org)

Website

The website can be updated at any time, but it might take us a few days to get to it

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