

Tyson's Bulletin Blurb Formatting Guidelines

- 40 words maximum - not including the contact information.
 - Highlight the blurb, and then look at the bottom left corner WORD for word count.
 - The editor reserves the right to abbreviate, edit, amend, or remove the blurb.
- Use Century Gothic font, size 10, black.
- **Bold** and CAPITALIZE the title.
- Make the title descriptive and simple, so new people can clearly identify and understand.
- Use a long, **bolded** (-) hyphen after the title.
- **Bold** the date (Monday, **September 14**).
- Provide contact information (INFO: first and last name, phone number and an email or website).
 - Two methods of contact must be provided.
- Do not include <http://www>. when listing web sites (mbctyson.org or mbctyson.org/women)
- Designate start times with lowercase am or pm (10:00 am-12:00 pm or 10:00-11:00 am or 7:00 pm)
- Use hyphens in phone numbers (703-639-2000).
 - Use an x to designate an extension after the main number (x3330).
- If listing an email, it must be an approved mcleanbible.org account (firstname.lastname@mcleanbible.org)

EXAMPLES:

RELATING GOD'S WAY – This Counseling Center therapy group addresses satisfaction in relationships and self-worth. Begins Monday, **September 14**. Pre-registration required; cost is \$35 per week.

INFO: Beverlee Peck, 703-770-8670 or beverlee.peck@mcleanbible.org

JESUS, THE ONE AND ONLY – Get to know Jesus intimately as though you had walked with Him during His days of earthly ministry. This 11-week Beth Moore study begins Tuesday, **September 8** at 7:00 pm.

INFO/REGISTER: Jessica West, jessica.west@mcleanbible.org or mbctyson.org/women

SUPPORT MILITARY FAMILIES – The Military Ministry celebrates its quarterly social with a potluck on Saturday, **September 12** at 6:00 pm in The Rock Arcade. Join us in our outreach mission to support the military family in Washington DC.

INFO: Wayne Fujito, 703-772-6520 or militaryministry@mcleanbible.org