

# RLC Communication Deadlines

## PRINT

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- **Sunday bulletin blue sheet & Connect Card**

- **Mondays**, end-of-day (6-day lead)

- **Banners/posters**

- **Inside/Narthex Posters**

- **Mondays**, end-of-day (6-day lead)

- **Outdoor Banners**

- **2-week advance lead** from event start date (14-day lead)

## DIGITAL

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- **Weekly email update**

- **Feature**

- **Fridays**, end-of-day (6-day lead)

- **Schedule list**

- **Mondays**, end-of-day (3-day lead)

- **Website event post**

- **No signup**

- **2-week advance lead** from event start date (14-day lead)

- **With signup**

- **3-week advance lead** from event start date (21-day lead)

- **Facebook**

- **RLC event (no signup)**

- **2-week advance lead** from event start date (14-day lead)

- **RLC event (with signup)**

- **3-week advance lead** from event start date (21-day lead)

- **Announcement**

- **48 hour advance lead** from scheduled post time (2-day lead)

- **Event follow-up**

- **As requested**, typically within 24 hours (1-day lead)

- **Narthex/Sanctuary slides**

- **Mondays**, end-of-day (6-day lead)