

For Good Shepherd's
Shepherd's Staff

Article is Due on or Before
Noon on 10th day of the Month

Committee/Organization: _____

Name of Person Submitting Info: _____

Phone: Home _____ Work _____

Event or Suggested Title: _____

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1. Have all articles in the office by noon on the 10th day of each month. Please keep articles as brief as possible.
 2. Use the "inverted pyramid" --- stack your information so that details most important are at the top, least at the bottom.
 3. Who, What, When, Where, and How --- include as many answers to those questions as possible --- and in the first paragraph whenever possible.
 4. Keep the paragraphs brief.
 5. It may be necessary to edit the article if space dictates.
 6. Please type or write legibly.
 7. Articles should be e-mailed to cputz@gslcelca.org, faxed to the church office at 636-391-8803, or placed in the Church Office mailbox.