



Publicise your events and news through our Communications team

We love to hear what is happening near you and we want to help you promote the good work your community is doing. Unfortunately we cannot fit all the wonderful news we get into eNews and The Magazine. However here are some tips on how to make your story more likely to feature.

Events

Every day over 500 people visit our website, and the events section is one of the most visited pages. To get an event listed please add it to the website here: www.dioceseofnorwich.org/news/addevent and please note that we cannot accept event listings by email or post. Once you have added it to the website it will then be considered for inclusion within the What's On section of *The Magazine*, in the month's issue in which the event is taking place.

TIP Make sure you add your event early to meet *The Magazine* publishing deadlines. You can see *The Magazine* publishing deadlines here: www.dioceseofnorwich.org/churches/comms/publications/magazine

In the last two months we have had 113 events listed on the Diocese of Norwich events page, so do not be disheartened if your event does not appear in *The Magazine*. It is not always possible to include all events but we do our best to give a broad selection. However adding your event to the site will also enable us to promote it through our social media streams such as Twitter and Facebook.

TIP If you have a specific role within the Diocese you can add your own events to the webpage and include posters and images. To do this you simply click the pink Log-in button in the top right hand corner of the Diocese of Norwich webpage and use your log-in details. Once logged in, click on 'My Account' on the far left hand corner and then click 'My Events'. This will then give you the option to 'Add an event'. If you cannot remember your log-in please contact news@dioceseofnorwich.org



News, articles, photos and letters

We welcome contributions to *The Magazine* and eNews. Please contact us as far ahead as possible if it's something you know will be coming up, or immediately after with a photo. Send it to news@dioceseofnorwich.org or give us a call on 01603 882355. We are happy to help you with preparing press releases to send out to other local media too.

TIP For use in *The Magazine* photos need to be of a higher resolution (at least over 1MB in size), so ones taken on an iPad for instance are often not useable.

Take a look at the forthcoming themes for *The Magazine* and let us know if you or your church community is involved with something that complements that theme. If you want to respond to something you've read in *The Magazine*, please do so as soon as possible so it can make the next issue and send it to: barbara.bryant@dioceseofnorwich.org

TIP Please remember to check publishing deadlines on our website.

