

HARC News Flash FAQ

The HARC News Flash is published every Wednesday morning at 9:00 a.m. The publication is a free service offered by Hagerstown Area Religious Council (HARC). The News Flash includes information from and of interest to the faith community of Washington County. It reaches more than 400 individuals and faith communities.

Do I have to be a HARC member to submit information?

No. This newsletter is for everyone! HARC members are given priority if space is limited. We will also seek news to share about HARC member congregations.

What is the deadline for submissions?

Deadline is Tuesday by 10:00 a.m. for publication in the next day's issue. **During holidays and HARC office closings the deadline may be earlier.** If so, notice will be given in the News Flash the prior week.

What kind of information can be submitted?

- Church/congregational events and news
- Articles highlighting congregations' programs, services, and good works in the community
- Articles and information about local clergy
- Information and trainings that are useful or educational to clergy, people of faith, and congregations
- Items to give away, such as pianos, office equipment, choir robes, etc. Also items congregations would like to sell. (Individuals selling items is limited and decided on a case-by-case basis.)
- Requests for volunteers, congregational job postings, and anything that will encourage faith communities to work together.
- Non-profit organization events and news of interest to the faith community
- We do not accept paid or unpaid advertisements from for-profit businesses.

What should I include in the information I send, and how should I send it?

All submissions should be emailed to: harcnewsflash@gmail.com or submitted through our [website form](#). Please include a short write up that you would like to be included, which should be no longer than 80 words for events, 100 words for news. You are encouraged to include a flyer and/or bulletin insert and a picture that we can post with your listing. We recommend that flyers be in Word or pdf format, if possible, and in a format that text can be copied and pasted as needed.

If submitting an event, **please include date, time, location, cost, and deadline** for purchasing tickets, if applicable.

Congregations and faith-based non-profits submitting news and events may submit as much information as they like; the full information will be posted on the HARC website and a shorter "blurb" extracted for the News Flash with a link to the full article or event. We encourage you to still

include a smaller listing so you can word it the way you like without being subject to editing on our end. This is also preferred as it saves us time!

How many weeks will my information be listed?

Faith-based congregations and organizations:

- 1 week for news/articles
- 2 weeks for events + an additional week or two if the information is given well in advance (will be posted as “save the date” ahead of time, then listed again closer to the event). If you have a preference as to which two weeks you would like your event to appear, please let us know. We usually post the two weeks leading up to an event for the greatest impact.
- 2 weeks for giveaways, volunteers, job postings

Other non-profit organizations: 1 week

How soon should I submit information for it to be most effective?

At least two weeks in advance, especially if you would like your information to go into church bulletins. Some bulletins are printed early in the week, so to be included your event or information must be posted in the prior week’s News Flash.

It is never too soon to submit an event or news! Faith-based events and information, and anything geared specifically to the faith community, will be included on the HARC website. Early submission of events also enables us to include a “save the date” listing to ensure your event is saved on calendars ahead of time as well as included in church bulletins or posted on bulletin boards.

Will my information also be posted on the HARC website? For how long?

Faith-based congregations and organizations: Yes. Events will go on the website within one week (usually within a couple days) and remain on the website until the date of the event passes. News will be posted in the news section until newer news pushes it out, usually for several months (the top 3 most recent news postings are listed on the home page).

Other non-profits: No. Exceptions may apply when the event or information is clearly directed to and of importance to the faith community or held at a house of worship.

If I miss the deadline, can you send an email out just for my information?

No. We try hard to limit our emails to once per week so as to not overwhelm anyone’s inbox! Exceptions are occasionally made when we have made a mistake on our end in posting or missing something which is urgent.

If you have additional questions not answered here, please contact
harcnewsflash@gmail.com or 301-842-4272.