

THE FRIDAY BULLETIN CHECKLIST

CHURCH · FRIDAY BULLETIN ONTO THE WEBSITE

MR. WILSON

ONE FIX AT A TIME.
YOU KEEP THE KEYS.

Run this against Friday's bulletin before anyone types it into the website. Every line is something the pews already have or the site already has a box for. The point is one upload, dated, so Sunday is current without the retype.

READ THIS FIRST — This is not a claim that lyrics on the stream are finished, and it is not a finding about anyone. A person still drops Friday's file. If a line on the PDF will not read, leave it blank — do not guess a hymn title. This sheet is the bulletin job. The overlay is a different, still-partial piece. No parish is named.

FRIDAY'S BULLETIN

- ☐ The same file they already print for the pews, dated this Friday
- ☐ A person drops it. The site does not fetch the copier
- ☐ The date this file was dropped, on the sheet itself

THE ONE UPLOAD

- ☐ One five-minute upload, not a Friday of typing
- ☐ The site comes out current for Sunday from this file
- ☐ A person has looked at the preview before anyone treats it as live

NOT THIS JOB

- ☐ Lyrics on the stream stay marked partial. Do not claim them as done
- ☐ Nothing on this sheet says the volunteers were replaced
- ☐ No parish is named

THE FOUR BOXES

- ☐ Services, as the bulletin printed them
- ☐ Songs, as the bulletin printed them — and if a title will not read, write BLANK, not a guess
- ☐ Scripture, as the bulletin printed it
- ☐ The header, the picture at the top

WHEN A LINE WILL NOT READ

- ☐ Leave it blank. A person types that one
- ☐ Do not guess a hymn title to make a neater page
- ☐ Write UNREAD against the line, with the date

CHECKED AND SIGNED BY

DATE

A person still drops Friday's PDF. The site does not fetch the copier.