

Guidelines for Bulletin Announcement Submissions

*Please send your requests to slanza@skdparish.com

*On the email subject line include the title of your event and the bulletin date requested

*Deadline for submissions is Monday at 4 p.m. for the upcoming weekend's bulletin.

Specifics:

1. Bulletins are designed to be bullet points of information - short and concise. With modern printing practices some artwork can be included but should not be considered the norm.
2. Space is limited and depending upon the liturgical season or time of year space may be at a premium as such some information may have to be shortened and edited.
3. The typical font size is 12-point font. Fonts typically used are Arial, Calabri or Times New Roman. These tend to be easier to read.
4. Like a newspaper or magazine there are time constraints for creation and edits. When edits are done it is to for spelling corrections or if the information is too long for the available space, it may be shortened.
5. QR codes may be added so a person looking at the bulletin can easily sign up or find out more information easily by scanning this code with their mobile device.
6. If a graphic ad is requested to be submitted it should be no larger than 3.75" wide and 3" high or 900 x 750 dpi. Use a light background and a Use large font so the basic information is easy to read.
7. Keep information basic - Name of Organization, The Event, Date, Time, Place, Contact information, web address
8. As determined by the Pastor, the order of importance for included announcements are
 - a. Parish Events
 - b. Deanery Events
 - c. Diocesan Events
 - d. Other
9. The Pastor has final say on information included.
10. Sometimes bulletin inserts are included and will be two-sided and preapproved by Father Ken. This does not mean your information should cover both sides. Rather than one event will appear on one side and another event on the other.
11. When your event is promoted it may also appear on the homepage of the parish website, on facebook, instagram, my parish app, the video screen in the narthex, or turned into flyers and handouts. Please know your group's activity is very important. Without you we do not have a vibrant parish. If you do not want to be included in these other places just let us know. Due to time constraints not all material can appear.

12. If you have questions about this kindly contact Sally Lanza at slanza@skdparish.com or call 717-697-8716 x224.