

Bulletin Submission Guidelines:

If your parish ministry or group is holding an event we are happy to announce it in the bulletin, as space allows.

SUBMISSION: Writing, typing, proofreading, and submitting announcements is the responsibility of the sponsoring group. The parish office is not responsible for errors in provided content.

INCLUSION: All bulletin submissions will be reviewed by the pastor and/or parish staff and may be edited for length and content if necessary, or declined.

DEADLINE: ALL bulletin content must be received in the parish office no later than Friday at noon the full week before you want your announcement to appear. This includes all articles by the parish and school staff, internal parish organizations, and groups external to our parish. Deadlines are earlier around some holidays - check with the parish office.

HOW TO SUBMIT: Use the Announcement Request Form on our website www.stmarycharlotte.org or email the Request Form to bulletin@stmarycharlotte.org. If you do not have access to a computer, you can complete an Announcement Request Form in the parish office. We will not accept any bulletin announcement requests over the telephone, so as to avoid any miscommunication of your information.

INSERTS: We will only include inserts if publication in the bulletin itself is not possible, and then only for events that need special emphasis as per our Pastor.

PLACING INSERTS: If a request for a bulletin insert is granted, the inserts must be provided by the parish ministry or sponsoring group, at least a week in advance. *Placing the insert pages into the bulletins is the responsibility of the sponsoring ministry or group.*

CONTACT INFORMATION: Please include *your* contact information in the announcement. Do not direct people to call the church office for more information about your event.

An announcement is limited to three appearances in the bulletin (maximum), if space permits. Plan accordingly.

Priority will be given to our own parish ministries and groups first. Likewise, events that are the soonest and have the largest potential audience will also receive preference, based on the communication priorities for the parish.