

## Bulletin Announcement Submission Guidelines

Parish bulletins are one of the primary communication tools across the diocese. Space is limited, production schedules are tight, and many bulletins are shared in both print and digital formats. These guidelines reflect common practices used by bulletin editors throughout the diocese.

**Following these guidelines helps ensure your announcement is included and clearly presented.**

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### **Deadlines Matter Most**

- **Submit items at least 2 weeks in advance**
  - **3 weeks is strongly encouraged** for special events or multi-week announcements
  - Late submissions may not appear, even if space is available
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### **What to Submit (Text)**

Please include:

- **2–4 sentences (about 50–75 words)**
- Clear answers to:
  - What is happening?
  - Who is it for?
  - When and where?
  - How to get more information?

 **Helpful additions:**

- **A short headline**
- Dates written out clearly (e.g., “Saturday, June 14 at 9:00 AM”)

 **Avoid:**

- Acronyms without explanation
- Long paragraphs or last-minute revisions

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## Images & Graphics (Optional)

If you include an image:

- **Preferred formats:** JPG or PNG
- **Best layout:** Square or horizontal
- **Best-supported sizes:**
  - **Small:** 2–3 inches (400–600 px wide)
  - **Medium:** 4–5 inches (800–1200 px wide)
- **Light backgrounds** reproduce best in print

⚠ Many bulletins are printed **black-and-white**, so color-heavy or dark designs may not work well.

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## Flyers & Posters

Flyers are welcome *as supporting material*, but:

- Always include **plain text** for the bulletin
  - Flyers may be resized, linked online, or used on bulletin boards
  - Full-page posters usually cannot be placed directly in the bulletin
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## Final Tip

If your announcement were printed small and without color, **would it still be clear?**

If yes — you're on the right track!

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**See submission checklist next page.**

## Bulletin Announcement Submission Checklist

*(For Leaders & Coordinators)*

Before submitting your announcement, please check:

### **Timing**

- Submitted **at least 2 weeks** in advance
- Event dates confirmed and accurate

### **Text Content**

- 2–4 sentences (50–75 words)
- Clear headline included
- No unexplained acronyms
- Includes who / what / when / where

### **Images (if included)**

- JPG or PNG format
- Square or horizontal orientation
- Light background, readable without color
- No tiny text embedded in the image

### **Flyers (if included)**

- Flyer is **not** the only content submitted
- Text version included separately
- Flyer works when resized smaller

### **Final Review**

- Proofread for spelling and clarity
- Contact information included (if applicable)

**If all boxes are checked, your submission is bulletin-ready.**