

BULLETIN ANNOUNCEMENTS POLICY

DEADLINES

The bulletin deadline is the Thursday ten days before publication on a Sunday. This enables the bulletin to be prepared early in the week and meet the printing deadline. Any items submitted after the deadline will be deferred to the following weeks Bulletin.

On occasion, there will be earlier deadlines due to vacations or holidays, check the bulletin for holiday notices. A schedule will be published quarterly and available to staff and parish ministries. Please contact the Parish Office if you wish to receive the full schedule or visit us online at www.sanantoniochurch.org.

ARTICLES FOR SUBMISSION

“Parish” Events

Priority is given to parish events and information. **We reserve the right to edit, omit or replace any text or picture due to quantity, quality, or space available.** Please make sure you include the suggested date you would like to have your article published (Sunday dates only, Saturday dates are not necessary).

“Around Our Community” Events:

Events outside of our parish must be approved by the Pastor/Administrator and/or Business Manager. The event should be of interest to our parishioners. Publication cannot be guaranteed, but will be included on a space available basis if approved.

Share Your Talent

If you have pictures that you have taken at a parish event and wish to share them in the bulletin, you may also submit them for publication. These will be used when space allows and there is no guarantee when or if it will be published. Please include the name of the event, the date, and any other details you wish to include.

SUBMISSION

1. **Transmitting:** Please submit copy digitally (email) in a text or Word format (PDF files are acceptable but not preferred; PDF files will be copied without any formats, if text cannot be copied, it will be rejected and omitted from bulletin), in the body of an email is acceptable. You may also go online to the Parish website and submit the online form. Go to Bulletins and then click on SUBMIT PUBLICATION.
2. **Fonts:** Times New Roman size 11 font will be used, regardless of your submission; fancy fonts are not available with JS Paluch and are not transferrable (all text will be copied without formats).
3. **Size of ad:** Refrain from making your announcement a certain size by adding returns, boxes, centering, fancy fonts, etc. - the dimensions of your design may not be the size available and will need to be edited.
4. **Body structure:** Capitalize only the first letter of the sentence. Refrain from using all capital letters or capitalizing the first letter of every word. Articles submitted in all caps will be rejected and will need to be resubmitted in regular form. Refrain from using two spaces between sentences, spaces instead of tabs, or spaces to center; what you see is **NOT** what I get, spaces take up extra characters and needs to be edited when copied onto a different size work space.
5. **Artwork or Pictures:** If there is artwork or photos to be included, please **attach** the jpeg or gif file to the email (pictures embedded into a word document, pdf or email **cannot** be used – if it does not show as an attached file on your email header, it **cannot** be used). Pictures need to be at least 300 dpi for a good quality print. Pictures that do not qualify will be substituted with a compatible picture or omitted all together.
6. **Flyers or Readymade Ads:** (Not recommended) If you wish to have a readymade ad put into the bulletin, you must send it in as a press quality jpg (picture). PDF flyers are not recommended for the bulletin and will be copied without your formats. **It is best to send pictures and text separately**, the dimensions of your design may not be the size available and will need to be altered or it will be excluded from bulletin.
7. **Sending PDFs:** Please **DO NOT** send pdf files with security locks or settings, or with text that cannot be recognized, this enables us to copy your ad onto the bulletin.
8. **Dates:** Please make sure you include the date you would like to have your article appear in the Sunday bulletin (include Sunday dates only, Saturday dates are not necessary).

To submit any item to the bulletin, **please email publish@sanantoniochurch.org – NO EXCEPTIONS!**