

CHURCH SCREEN PROJECTOR ADVERTISEMENT POLICY

The screen projector is strictly used for upcoming parish events only. All screen advertisements are to be approved by the Pastor/Administrator and/or Business Manager.

ADVERTISEMENTN DEADLINES

The screen advertisements are created on a weekly basis. Please submit all advertisements no later than 12 Noon on Monday before the Sunday Mass your ad is to appear. Anything submitted after 12 Noon on Monday may not appear on the screen until the following week. Please specify which weekend/s you would like your slide to appear on the projector screen.

ADVERTISEMENT SUBMISSIONS

1. **Transmitting:** Please submit copy digitally (email) in a text or Word format, 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. **Content:** Please keep your message short and brief, so that letters can be made large and bold. It is best to coincide with a bulletin article so that you can specify to: "Please see bulletin for more information" on your slide. Please keep in mind that the slide will only be shown in increments of 6-7 seconds. Remember, small pictures, symbols or designs do not show well on the screen. Big letters, Brief wording & Bold font is best!
3. **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 or pdf file **cannot** be used – send all files (pictures, text, etc.) in the same email as an attachment, if it does not show as an attached file on your email header, it **CANNOT** be used. Pictures need to be of high quality. Pictures that do not qualify will be substituted with a compatible picture or omitted all together. If no pictures are submitted, a suitable background will be chosen for your slide.

**To submit an advertisement for the Screen Projector, please email publish@sanantoniochurch.org
NO EXCEPTIONS!**