

Bulletin Submission Guidelines

Please note:

- Submissions may be edited due to space limitations
- Deadline is **two Fridays before** you want your message to appear.
- If you are submitting a prayer intention, please note how long you would like the intention to appear in our bulletin. Unless otherwise indicated, **all prayer intentions run for three weeks.**

All information should:

- include a contact name, phone number, group or individual submitting the info.
- include pertinent date, time, location info.
- be 100 words or less (you can check word count under “Tools” in MS Word).
- follow the three Cs of writing; be clear, concise, and compelling (or creative).
- focus on being inviting and “informative” as opposed to “formative”. Formation occurs at the event, not generally by reading the bulletin.
- be relevant to the **St. Michael Catholic Church** community. Most of our parishioners reside in different counties and neighborhoods. Because of this, **local events that we share are limited to those hosted/sponsored by our neighboring parishes.**

Information about upcoming one-time events will follow this basic format:

- 4 weeks prior: publish a flyer or short article in paragraph form
- 2 and 3 weeks prior: publish a shorter version of the first submission
- Weekend prior to event: a reminder on the appropriate bulletin page
- This schedule is subject to change, depending on what else is being hosted/promoted at the time.
- **Events that warrant a flyer are those that are held at St. Michael Catholic Church facilities and open to the public. Exceptions may be made for Archdiocese of Baltimore events/initiatives.**
- Ongoing programs & activities info will rotate in and out throughout the month.

Thank you for helping our parish by adhering to these principles and guidelines for submissions.

Questions? Contact us at hasantiago@smpschurch.org