

## **Bulletin Submission**

**Email:** Submit all bulletin articles via email to [bulletin@stlouis.org](mailto:bulletin@stlouis.org)

**Deadline:** Normal submission deadlines are due by **5PM on Thursday** of the week prior. (ie, 10 days in advance.)

**Questions?** Contact Fabiola 425-747-4450 ext. 5476 or [bulletin@stlouis.org](mailto:bulletin@stlouis.org)

### **Do's**

- 1) Include the following information:
  - Date you want to run the bulletin article
  - Name of Event
  - Date, Time, Location (building, room)
  - Group sponsoring the event (if applicable)
  - Contact person (name, email, phone number)
  - Cost to attend (if applicable)
  - Group or Event Logo; ie picture from the last time this event occurred
  - Description of Event (**no more than 100 words**); please keep this brief.
- 2) Send your submission in either: (i) the body of your email or (ii) an email attachment in Microsoft Word.
- 3) Include **the date** you would like your announcement to run in the Bulletin in the Subject line of the email. (ie, Pennies for Heaven ad for October 4/5 bulletin.)
- 4) Send photographs, logos, or graphic in JPEG (.jpg) format. We cannot promise that EVERY photo will make it in the bulletin, but it is good to have options due to space allowance and photo quality.

### **Don'ts**

- Please don't send your submission and/or photos in PDF form.
- Please don't use any special fonts, colors, or formatting features.
- Please don't put any information in chart, table, or Microsoft Excel format.
- Please don't submit picture collages.

Please see an example of a bulletin submission on following page.

To: Bulletin Editor

Cc:

Bcc:

Reply To:

Subject: Pennies for heaven ad for October 4/5 bulletin

From: Lynette Basta – [lynette@stlouise.org](mailto:lynette@stlouise.org)

Signature: S

Message Size: 55 KB

Date you want to run the article: October 4/5 bulletin

Name of Event: Pennies for Heaven

Sponsored by (if applicable): Knights of Columbus

Contact person: Lynette Basta, [lynette@stlouise.org](mailto:lynette@stlouise.org) or 425-747-4450 ext. 5467

Date: October, 19 and 20

Time: After all the Masses

Location: Outside the main doors of the church

Cost to attend: N/A

Attachments: 1 K of C logo and photo of pennies

Description of Event: Help us support our Seminarians! October, 19 and 20 after All Masses your St. Louise Knights of Columbus will be soliciting donations for the Pennies for Heaven drive outside the church. Last year your generous donations helped us support six seminarians. Please help us support seminarians again. Thank You, your Knights of Columbus.

