

Bulletin Guidelines

It will help me work more efficiently, and ensure that your articles are added to the bulletin properly, if everyone is consistent in following the same guidelines. Thank you for your help and I truly appreciate all who proof the bulletin and submit corrections. Thank You!

- Send as many articles as you want, but save for only **one date at a time** with name, date and a brief description of articles
Examples Andrea, October 9, YM
Bonnie, October 16, baptism, breav
Kathy, October 16, Din, RCIA, mar, book
*Bonnie, October 16, breav **revised***
- Revised articles need to be marked revised
- Articles that are to run several weeks need to be saved again with a date change unless it is a single article. Ex. *Audra May 5, 12, 19 VBS*
- Don't be too wordy, but include, who, what, when, where, why and list contact persons and phone numbers.
- Please save articles on the F drive, general, bulletin.
- No acronyms for titles
- I cannot use a pdf file. All articles must be in paragraph form.
- **One space** after period (The rule is two on a typewriter, one on a computer)
- Time is written as: example 7:00 pm
- Dates are written out with no abbreviations
- Deadlines are Friday at 9:00 am, nine days prior to bulletin date.
- Limited use of **bold** and **NO underline** or **ALL CAPS**.
- Avoid passive sentences if possible

Example: The meeting **will be** at 7:00 pm

We **are planning** to . . .

Use: The meeting **is** at 7:00 pm

We **plan** to . . .

It is not critical to follow all of these guidelines. It will help me work more efficiently if I don't have to make many changes, but if not, I will still happily add your articles.

Gratefully,
Bunny