

Bulletin Guidelines

The below guidelines will ensure that your articles are properly added to the bulletin and help me to work efficiently. I appreciate all who proof the bulletin and submit corrections. Thank you!

Please follow these guidelines when submitting articles:

- Send as many articles as you would like, 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*
- Avoid being verbose, but include the following: who, what, when, where, why, contact person, and phone numbers.
- Do not include acronyms for titles.
- All articles must be in paragraph form. Do not provide a PDF file.
- Only include one space after a period.
- Time is written as: 7:00 pm.
- Dates should be written out with no abbreviations.
- The deadline is Fridays at 9:00 am (nine days prior to bulletin date).
- Minimal use of **bold** and no underline or ALL CAPS.
- Avoid using passive sentences. Examples:
 - Instead of “The meeting **will be** at 7:00 pm” use “The meeting is at 7:00 pm”

Instead of “We **are planning** to...” use “We **plan** to...”

I will be happy to work with you to make any necessary changes to articles.

May God bless your day!

Luma

3/11/2021