Guidelines for Submitting Bulletin Announcements

How to Submit: Please submit your announcement using the following format. Please email your announcements to bulletin@silcc.org by appropriate deadline. We **WILL NOT** take announcements over the telephone, so as to avoid any miscommunications of your information.

Deadline: To ensure that there is room in the bulletin for your announcement, we would encourage you to submit your request as far in advance of your event as possible. The Deadline for submitting your bulletin announcements is the **Friday at 3pm** of the week before you would like to run your announcement. (*Ex. if you would like announcement in Sunday March 5th Bulletin please send announcement by Friday February 24th.)

Inclusion: All requested for articles are reviewed before publication. We reserve the right to edit your announcement for length and content, if necessary. Due to a large number of events happening within the parish, we would like to be considerable for everyone, so it may be sometimes necessary for us to shorten your announcement. Please make sure that any event being advertised that are on Campus are book on the church calendar **BEFORE** the requested for announcement in bulletin.

Contact Info: Please **include your contact information** on each announcement. Please don't instruct people to call the parish office for more information about your event. Also please double check all phone numbers and e-mail address.

Flyers: If needing a Flyer type ad in the bulletin please keep in mind sizing. We are using a 3 column method on each page. With this being said please use minimal wording on all art related Flyers, unless otherwise communicated.

Bulletin Announcement Request:

Dates to Run Announcement: _____

Is the Event booked on the Church Calendar? _____

Event Title: _____

Announcement (Please include contact information):

*** You may attach a image relating to your event, if needed.**