



The Catholic Parishes of Stoughton

Guidelines For Submitting Bulletin Announcements

How to Submit: Please submit your announcement using the Request Form located in the parish office and on our website www.stoughtoncatholic.org. All bulletin announcements forms can be emailed to bulletin@stoughtoncatholic.org or dropped off in person to the St. James parish office during regular office hours. We will not accept any bulletin announcement request over the telephone, so as to avoid any miscommunication 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 bulletin request (or changes to running announcements) is **NOON on Friday** two weeks prior to your announcement being published. For example, if you want something published in the October 26th/27th bulletin the deadline is noon on October 11th. Please note that during the Holiday Seasons, significantly earlier submission deadlines may apply.

Inclusion: All request are reviewed before publication. We reserve the right to edit your announcement for length and content if necessary. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement.

Please make sure that any events being advertised are booked on the church calendar **BEFORE** the request is submitted. If any event is not on the church calendar the announcement **WILL NOT** run.

Contact Info: Your announcement **MUST** include contact information. Please do not instruct people to call the church office for more information about your event. Please double check phone numbers and email address for accuracy.

Duration of Announcements: Announcements will generally run for no longer than three weeks, and should be published three weeks in advance of your event to ensure maximum exposure to parishioners.

Photos/ClipArt: It is strongly encouraged to include any photos or clipart to your announcement.

We hope the above information will help you as you plan the advertising for your scheduled event. If you have any further questions about these guidelines, please call Erika Thornton at 781-886-6059 or email bulletin@stoughtoncatholic.org.



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Bulletin Announcement Request Form

Dates To Run Announcement: _____

Person Submitting Request: _____

Person Submitting Request Email Address: _____

Is the Event Booked on the Church Calendar? YES _____ NO _____

(Event must be booked & approved by church office **before** submitting request)

PLEASE INCLUDE THE FOLLOWING IN YOUR ANNOUNCEMENT:

Event Title: _____

What: _____

When: _____

Where: _____

Time: _____

FOR MORE INFORMATION CONTACT: **(REQUIRED)**

Name: _____

Phone: _____

E-Mail: _____

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED.
(WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT IF NECESSARY)

PLEASE EMAIL COMPLETED FORM ALONG WITH ANY PHOTOS OR CLIPART TO
BULLETIN@STOUGHTONCATHOLIC.ORG.