

## BULLETIN INFORMATION SUBMISSION GUIDELINES:

- 1) Send via email to [bulletin@sacredheartwdm.org](mailto:bulletin@sacredheartwdm.org) before the 9 am deadline.
- 2) Submit MS Word document as an attachment to an email. If you have a photo or logo please submit that in jpg format as an attachment as well. Information sent within the body of an email may not be able to be used.
- 3) Use one font in one size.
- 4) Define a subject line for your submission, to catch the reader's eye (see current publication for example).
- 5) Verify that information is accurate and that rooms used for your event have been reserved through the parish office.
- 6) Proof read your information for correct grammar, punctuation and spelling.
- 7) Items submitted in color will appear in black & white, except on the cover of the bulletin, where they will appear in color.

## CONSIDERATION IS GIVEN FOR SUBMISSIONS BASED ON THE FOLLOWING PRIORITY:

- 1) Pastoral Staff.
- 2) Parish Organizations.
- 3) Parish Events.
- 4) Sacred Heart School Events
- 5) Diocesan Events.
- 6) Community Events.