

## **Bulletin Submissions**

**Email:** Submit all bulletin articles via email to [bulletin@nativitycatholicchurch.org](mailto:bulletin@nativitycatholicchurch.org).

**Deadline:** All submissions to the bulletin are due by **noon on the second Tuesday** before the submission will run (i.e., 12 days in advance).

### **Do's**

- 1) Include the following information:
  - Name of Event
  - Group sponsoring the event
  - Group or Event Logo
  - Date
  - Time
  - Location (building, room)
  - Description of Event (***no more than 50-65 words***); please keep this brief
  - Contact person (name, email, phone number)
  - Cost to attend (if applicable)
  - If the event is recurring or annual, please include 1-2 pictures from the last event
- 2) Send the text of your submission in either: (i) the body of your email or (ii) an email attachment in Microsoft Word.
- 3) Use your email subject to identify the date you would like your announcement to run in the Bulletin.
- 4) Send photographs, logos, or graphic in JPEG (.jpg) format.

### **Don'ts**

- Please don't send your submission and/or photos in PDF form.
- Please don't use any special fonts, colors, or formatting features.
- Please don't put any information in chart, table, or Microsoft Excel format.
- Please don't submit picture collages.

### **After Your Event**

- Show the community what a great event you had! Submit 6-8 pictures to be featured in the new "**Photo Recap**" section of the bulletin. JPEG (.jpg) format is best.
- This is a great way to promote your ministry/group and show visitors to the parish what a vibrant place we are. Plus, parishioners love seeing pictures in the bulletin!

## Sample Submission

Submit this:

File Message Tell me what you want to do
Ad for October 28-29 & November 4-5 Bulletins - Message (HTML)

SM

Fri 7/21/2017 8:58 AM

Stephanie Martin

Ad for October 28-29 & November 4-5 Bulletins

To #Bulletin

FD Dance Logo.jpg  
88 KB

FD Daughter Dance 2016 - 2.jpg  
974 KB

FD Daughter Dance 2016 - 1.jpg  
40 KB

Name of Event: Third Annual Father/Daughter Dance  
 Sponsored by: Nativity Family Council  
 Date: Saturday, November 11, 2017  
 Time: 7:30 pm – 10:30 pm  
 Location (building, room): Social Hall A & B  
 Description of Event (this example is 63 words): Calling all Fathers and Daughters! Get dressed up and join us for a night of great music, dancing, party games, and fun! This is a great opportunity to celebrate your special father-daughter bond and show your daughter what a real “date” should look like. Daughters of all ages are welcome! Don’t miss this special night! Tickets will be sold after all Sunday masses.  
 Contact person (name, email, phone number): Judy Smith ([judy smith@aol.com](mailto:judy smith@aol.com) or 813.867.5309)  
 Cost to attend: \$5 per couple/family  
 Attachments: Logo and 2 pictures from last year

Get this:

[www.nativitycatholic.org](http://www.nativitycatholic.org)

## Featured Events & Activities

**Third Annual Father/Daughter Dance**

Saturday, Nov. 11, 2017

7:30 pm – 10:30 pm | Social Hall A & B

Cost: \$5 per couple/family

**Sponsored by the Nativity Family Council**

Calling all Fathers and Daughters! Get dressed up and join us for a night of great music, dancing, party games, and fun! This is a great opportunity to celebrate your special father-daughter bond and show your daughter what a real “date” should look like. Daughters of all ages are welcome! Don’t miss this special night! Tickets will be sold after all Sunday masses. For more information, contact Judy Smith ([judy smith@aol.com](mailto:judy smith@aol.com) or 813.867.5309).

HILLSBROUGH ORGANIZATION

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EMMAUS

Women’s Emmaus Weekend