

Bulletin Submissions

Email: Submit all bulletin articles via email to 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).

Questions? Contact Alexis at 681.4608 ext. 2288 or alexis@nativitycatholicchurch.org

Do's

- 1) Verify that your event has been approved and is on the Parish calendar.
- 2) Include the following information:
 - Name of Event
 - Group sponsoring the event
 - Group or Event Logo; picture from the last time this event occurred
 - Date, Time, Location (building, room)
 - Description of Event (***no more than ~50 words***); please keep this brief
 - Contact person (name, email, phone number)
 - Cost to attend (if applicable)
- 3) Send the text of your submission in either: (i) the body of your email or (ii) an email attachment in Microsoft Word.
- 4) Use your email subject to identify **the date** you would like your announcement to run in the Bulletin.
- 5) Send photographs, logos, or graphic in JPEG (.jpg) format. We cannot promise that EVERY photo will make it in the bulletin, but it is good to have options due to space allowance and phot quality.

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.

Sample Submission

