

## **Saints Peter and Paul Catholic Church and School**

### **Guidelines for Bulletin, Bulletin Board, and Facebook Submissions**

Saints Peter and Paul (SPP) wants to share news items and activities from the parish and relative announcements from the community. SPP reserves the right to accept or reject submissions based upon space limitations or concerns with content. Pastor's approval may be required.

#### **Bulletin Items:**

**Due:** Monday at noon, via email, for the next Sunday's bulletin.

**Format:** Text should be provided in a format (i.e., Word document or email) that will allow it to be copied and pasted. (No .pdf documents.)

Pictures should be sent in .png or .jpeg format. (Please double check format, especially when sending from a cell phone.)

**Timeframe:** note which bulletin(s) you would like the information in

**Submit To:** [bchaudoin@stspchurch.org](mailto:bchaudoin@stspchurch.org) and [bulletin@stspchurch.org](mailto:bulletin@stspchurch.org)

**Full Page Inserts:** Allowable formats include: .pdf documents, Word, Publisher or PowerPoint.

- Inserts are not a norm.
- Check first for availability.
- If only one sided, parish staff may use other side for additional parish information.
- Requesting group responsibilities should:
  - o bring copies (quantity needed will be provided, usually 300-400) by 9:00 a.m. Fridays
  - o if translation is needed, arrange ahead
  - o provide a volunteer to assist with stuffing bulletins on Friday

#### **For Narthex Bulletin Boards:**

**Due:** Thursday at noon, via email. Slideshow is generally updated on Friday mornings.

**Format:** Information should be provided using a PowerPoint slide, Google slide, .png or .jpeg image.

**Timeframe:** Note how long the information needs to be displayed.

**Submit To:** Brenda Chaudoin at [bchaudoin@stspchurch.org](mailto:bchaudoin@stspchurch.org)

#### **For Parish Facebook Page:**

It is requested that the Facebook post be made by an individual or group first, then request the parish to "Share" it. Note that to be shared, the post must be "Public."

**Format:** Text should be provided in a format (i.e., Word document or email) that will allow it to be copied and pasted. (No .pdf documents.)

Pictures should be sent in .png or .jpeg format. (Please double check format, especially when sending from a cell phone.)

**Submit To:** Brenda Chaudoin at [bchaudoin@stspchurch.org](mailto:bchaudoin@stspchurch.org)