

# Bulletin Procedures

Articles are due to [dahlia@stangelabreachurch.org](mailto:dahlia@stangelabreachurch.org) by 5 p.m. SHARP two Fridays prior to the Sunday of publication being requested.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					5 p.m.	
					article deadline...	
...for this weekend's Bulletin						

## Some Important Reminders

- ❖ While it is preferred that articles be emailed with a Word or Publisher file attachment, a physical copy (disk or cd) may be left in my box by the same deadline above.
- ❖ Address emails strictly as follows: "Name of Ministry ~~Ó~~ ~~ç~~ ~~Á~~ ~~May~~18 & ~~Á~~5".
- ❖ Please do not write *any* part of the article in CAPS.
- ❖ Do not write the article in columns or with modified margins; the article will be formatted for you.
- ❖ There is a TWO week maximum for articles (room permitting); additional weeks must be resubmitted for possible republication.
- ❖ In most cases, I do receive the majority of emails submitted. If you are particularly concerned about your article being included, please submit a hard copy and indicate it is a duplicate to the one already emailed.
- ❖ Each event should have one communication chair to avoid confusion and duplicate emails.
- ❖ Always include contact person with a phone number
- ❖ Include information about date, time, and place (ideally in that order)
- ❖ Lastly, please be aware that the bulletin is subject to last minute modifications. Therefore, it is a good idea to publicize your meeting or event through additional means.

It is a pleasure working with all of your respective ministries and communicating your information to the parish community. With all of your help, I look forward to the continued success of the bulletin.

Thank you so much for your cooperation!  
Dahlia Cortezano-Dean