

## Bulletin Submission Guidelines

*The St. Gregory the Great Family of Parishes bulletin aims to inform, promote, and celebrate content and news relevant to our parish and school communities at Guardian Angels, Immaculate Heart of Mary, and St. John Fisher.*

*Our goal is to maintain a clear, concise, and balanced bulletin for the SGG Family. To achieve this, please review and follow the bulletin submission guidelines. All final content decisions are up to the discretion of the SGG Director of Communications.*

### General Guidelines

- Submissions must align with the mission and vision of the St. Gregory the Great Family of Parishes
- The bulletin primarily supports parish family-wide events, ministries, and faith-based content

### Content Review Process

- **The content of a bulletin request must first be reviewed and vetted by the corresponding bulletin coordinator prior to being submitted to the bulletin team**
  - For Health Ministries: Kendall Keiser at [kendallk@sggparish.org](mailto:kendallk@sggparish.org)
  - For Mental Wellness Ministry: Carl Paternite at [paternce@miamioh.edu](mailto:paternce@miamioh.edu)
  - For Social Action: Barb Szucsik at [barbs@sggparish.org](mailto:barbs@sggparish.org)
  - For Faith Formation and Evangelization: Connie Wehmeyer at [conniew@sjfchurch.org](mailto:conniew@sjfchurch.org)
  - For Worship: Michael Johnson at [michaelj@sggparish.org](mailto:michaelj@sggparish.org)
  - For GA School: Sara Rehl at [srehl@gaparish.org](mailto:srehl@gaparish.org)
  - For IHM School: Sara Rehl at [communications@ihomschool.org](mailto:communications@ihomschool.org)
  - For all other bulletin inquiries please contact bulletin team editor, Annette Robinson, at [arobinson@gaparish.org](mailto:arobinson@gaparish.org)
- Bulletin submission emails should be clearly labeled with the subject line format:
  - **"Bulletin–Bulletin Publication Date for Inclusion, Year"**  
**Example: Bulletin– Feb. 16, 2025**
- If the content of your piece is vetted by the bulletin coordinator, the bulletin coordinator will CC you and forward your bulletin piece to the bulletin team on your behalf. Final

approval and inclusion in the bulletin are at the discretion of the Director of Communications.

- To ensure a bulletin coordinator has time to review your request before a submission deadline, it is recommended to send your request for review as soon as possible.

## Run Time in the Bulletin

- **Unless otherwise requested, a bulletin piece will run for two consecutive weeks by default. Extensions are made at the discretion of the Director of Communications.**
- If an extension is granted, an additional graphic or text will be requested to maintain visual appeal through variety. (For example: If a bulletin piece is approved to run for four weeks, two pieces of artwork or text should be submitted. Each will run for two weeks).

## Submission Deadlines

- **Submissions to the bulletin team are due on Mondays at 9 am, two weeks or earlier in advance of the intended bulletin publication date.** To ensure a bulletin coordinator has time to review and forward your request to the bulletin team prior to this deadline, earlier submissions are highly recommended.
- **Bulletin publication dates around New Years, Easter, Thanksgiving, and Christmas, have earlier printing deadlines.** Please submit bulletin pieces **three weeks or earlier** in advance if the intended publication date is near a holiday.
- Please note: Bulletin pieces may be postponed to prioritize messages that are more time-sensitive.

## Text Submissions

- Keeping text submissions concise and clear will increase readability of your message. Word count recommendations are as follows:
  - Short Announcements (one-liners): 25-50 words
  - Standard Event Listings: 100-150 words
  - Preapproved Meditations and Feature Articles: 200-250 words
- Provide a brief headline with essential details
- Due to the large volume of submissions for each bulletin, it may be necessary to edit wording to accommodate space limitations
- The bulletin editor reserves the right to edit for clarity, length, or style.

## Images and Graphics

- High-quality supporting images may be accepted depending on space, but images may need to be resized or cropped for formatting. Please always send the highest quality images possible in either JPEG or PNG formats as email attachments. Please only submit images that are free to use and reproduce.
- **Full-page graphics or flyers cannot be accepted due to space limitations. Flyers or graphics are limited to a ¼ page size in the bulletin.** You may also opt to submit a text version of the information as a secondary option in case space is not available for your flyer.
- Please note that inserting flyers into bulletins is not permitted.
- If a graphic being submitted was created using Canva, please send the **editable Canva link** so that we may adjust as needed.
- When including a QR code, please also submit the full URL in your email submission. QR codes can also be created upon request.

## How to Submit

- **All submissions must have first been sent to and vetted by the corresponding bulletin coordinator prior to being sent to the bulletin team.** *See above under Content Review Process.*
- Bulletin submissions should be clearly labeled with the subject line format:
  - **"Bulletin– First Bulletin Publication Date for Inclusion, Year"**  
*Example: Bulletin– Feb. 16, 2025*
- Upon approval of the content of your bulletin piece, the bulletin coordinator will CC you and forward your email to the bulletin team (bulletin@sggparish.org) on your behalf. **You do not need to send an additional email unless you have minor changes or updates to your submission, such as a spelling typo or a location update to an event.**
- Final approval and inclusion in the bulletin is at the discretion of the Director of Communications. Although the bulletin team will do our best, due to high volume we may be unable to respond to each request.

### *Quick Reminders:*

- *Attach images as separate files (not embedded within a Word or PDF document).*
- *If a graphic being submitted was created using Canva, please send the **editable Canva link** so that we may adjust as needed.*

## Other Communication Channels

- When possible, bulletin submissions will automatically be considered for other forms of communication at the discretion of the Director of Communications. This is limited to the communications channels of: social media, websites, parish email newsletters, IHM gathering space vertical digital boards (by IHM's main entrance and restrooms), and GA gathering space digital sign. **Any specific requests pertaining to these channels should be included in the body of your email for consideration. Please refrain from sending separate requests to other communications coordinators, as this would be a duplication of your request.** For questions regarding other communication channels, please contact Abigail Rafael at [abigailr@sggparish.org](mailto:abigailr@sggparish.org).

*St. Gregory the Great Family of Parishes reserves the right to accept or reject bulletin submissions based upon space limitations or concerns about the content. Although we will do our best, due to high volume we may be unable to respond to each request. These bulletin guidelines are subject to change at any time and without notice.*