

GUIDELINES FOR SUBMITTING BULLETIN ANNOUNCEMENTS/SLIDES

HOW TO SUBMIT: Please submit your announcement using the Request Forms located at the parish office. You may also stop by the church office during regular business hours and complete a request form. Forms will be accepted electronically however we **WILL NOT** accept any announcements over the telephone, so as to avoid any miscommunication of your information.

DEADLINE: To ensure that there is room in the bulletin for your announcement, we would encourage you to submit your request as far in advance of your event as possible. The deadline for submitting bulletin requests (or changes to running announcements) is **Noon on Tuesday** of the week your announcement will run.

INCLUSION: All requests are reviewed before publication. We reserve the right to edit your announcement for length and content, if necessary. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement.

Please make sure that any events being advertised are booked on the church calendar **BEFORE** the request is submitted. If an event is not on the church calendar – the announcement **WILL NOT** run.

SLIDES: If you would like a particular image associated with the slide design, you will need to send us just the image in a high-resolution format well in advance and the information for the slide separately. We will do our best to incorporate the image into our slide set. We reserve the right to adjust slide images to accommodate our A/V system. Images can be sent to cmckinley@holytrinityladera.org

CONTACT INFO: Your announcement **MUST** include contact information. Please do not instruct people to call the church office for more information about your event. Please double-check phone numbers and e-mail addresses for accuracy.

BULLETIN INSERTS: We do not do flyers or inserts.

DURATION OF ANNOUNCEMENTS: Announcements will generally run for no longer than three weeks, and should be published three weeks in advance of your event to ensure maximum exposure to the parish.

OUTSIDE EVENTS: We generally do not advertise events sponsored by outside organizations.

We hope the above information will help you as you plan advertising for your scheduled event. If you have any further questions about these guidelines please call the parish office at (949) 218-3131.

BULLETIN ANNOUNCEMENT REQUEST FORM

DATES TO RUN ANNOUNCEMENT: _____

PERSON SUBMITTING REQUEST: _____

IS THE EVENT BOOKED ON THE CHURCH CALENDAR? YES _____ NO _____
(Event must be booked and approved by church office **before** submitting request)

EVENT TITLE: _____

MINISTRY/TARGET GROUP: _____

WHAT: _____

WHEN: _____

WHERE: _____

TIME: _____

FOR MORE INFORMATION CONTACT *(Required)*

NAME: _____

PHONE: _____

EMAIL: _____

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED.
(WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT IF NECESSARY)
