

## **Bulletin Submission Procedures**

To ensure timely posts of ministry information/events in the weekly bulletin, each ministry will be asked to submit materials to me at **least 3 weeks in advance of the date when you want it to appear in the Bulletin.**

Send to: BDarkovich@holymartyrs.net

Please note that during the Thanksgiving and Christmas holidays, the bulletin deadlines are shortened (See below).

Ideally, several bulletin posts should be prepared and sent to me in advance with a timeline of when it should first be in the bulletin and how long it should run, etc.

### **Submissions will need to include:**

- Documents formatted in Word or Publisher. Please do not send PDF documents.
- QR codes or website links
- Graphics that are not copyrighted
- How much space is being requested: *i.e* 1/4 page; 1/2 page; full page
- How long a specific piece is to appear in the bulletin.

### **Bulletin Deadlines for November and December, 2024 are as follows:**

For Sunday, November 24th

- November 15: Bulletins due

For Sunday, December 1st

- November 21. Bulletins due

For Sunday, December 8th

- December 2: Bulletins due

For Sunday, December 15th

- December 6: Bulletins due

For Sunday, December 22nd

- December 12: Bulletins due

For Sunday, December 29th

- December 20: Bulletins due

Sunday, January 5th (2025)

- December 30: Bulletins due