



Parish Bulletin Submission Guidelines

General Guidelines

- Submissions must align with the mission and values of St. Anthony of Padua Catholic Community.
- The bulletin primarily supports parish events, ministries, and faith-based content.
- External events or announcements may be considered if they directly benefit the parish community and if there is extra space available.

Submission Deadlines

- Submissions are due by **Monday at 8:30 a.m.** for inclusion in the upcoming weekend bulletin.
- Bulletin publication dates around a holiday have earlier deadlines for print. To ensure your content is published, please submit it at least two weeks in advance of the publication date if it's near a holiday.

Content Format

- Keep submissions concise and clear.
 - **Short Announcements (One-liners):** 25–50 words
 - **Standard Event Listings:** 100–150 words
 - **Feature Articles:** 200–250 words
- Provide a brief headline and essential details:
 - Who it involves, What, When (date & time), Where, Why it matters
- Use bullet points for readability
- The communications coordinator reserves the right to edit for clarity, length, or style.

Images & Graphics

- High-quality images (JPEG or PNG) may be accepted depending on space, but images may be resized or cropped for formatting. Please always send the highest quality image possible.
- Full-page flyers cannot be accepted because of limited space.
- If including a flyer, also submit a **text version** of the information for accessibility.
- No copyrighted images unless you have permission.

How to Submit

- All bulletin submissions must be **clearly labeled** with the subject line: "**Bulletin Submission – Bulletin Publication Date, Year**". **Example:** Bulletin Submission – Feb. 16, 2025
- If a graphic being submitted was created using Canva, please send the **editable Canva link** so that we may change the graphic dimensions if needed.
- Attach any images as separate files (not embedded within a Word or PDF document).
- Email submissions to bnovitsky@saparish.com.

Contact Ben Novitsky at (616) 453-8229 or bnovitsky@saparish.com with any questions.