



# Saint Raphael the Archangel Catholic Church

To See as Christ Sees and Love as Christ Loves

## Submit an article for the bulletins and the website by email.

### General Instructions for Submitting Bulletin Items:

- **All bulletin items must be received by 5PM on the SUNDAY** prior to publication weekend. Any items received after 5PM may miss the publication window. Bulletin editors are volunteers, so personal time and deadlines set by the publisher may not permit late insertions or holding space.
- Use a descriptive SUBJECT line (not just, "For the Bulletin")
- Write your announcement directly in the email, no need to attach a separate document. Any photos or graphics SHOULD be attached as separate JPG, TIF, or EPS files.
- Please do not use any special formatting or characters (no indents, line spacing, etc.)
- Include SPECIFIC dates you want publishing to occur (not "next weekend," or "for the next three weekends").
- Include contact information for your event/item to include in the announcement.
- Check all spelling, phone numbers, email addresses, dates, times, and contacts carefully. Be sure the information in your message is complete.
- Items are subject to editing for length, tone, or flow. Lengthy, "article-like" items may be cut significantly. Review announcements in current bulletins to get an idea of length and information to include.
- Articles do not need to be translated into Spanish for the Spanish bulletin.
- Inclusion and content is at the sole discretion and final approval of the pastor.

English Bulletin	Boletine Español	Website
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