



# Ministry Publicity Guide

Hello, here are a few things to keep in mind if you would like the great news of your event to be shared!

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- **All announcements are due by Monday 12:00 pm, for the upcoming Sunday Bulletin**

Please submit all of your announcements by Monday of every week. The Communications team will reviews announcements and sends to translation. If your announcement is not in by Monday we cannot gaurantee your announcement will be in the upcoming bulletin.

- **Holidays may affect the Bulletin Submission date**

Throughout the year, such as in November, December and January our bulletin vendor requires us to send in the bulletin earlier to meet the print lead time. The ministry team will communicate the announcement submission deadlines.

- **Photos, Imagery, Posters, Video**

You may submit your images or any promotional assets utilized for your event/ announcement. Please note the Communications Team will edit or resize to fit the communication style of the parish.

- **Content Scheduling**

The Communications Team will use judgement in verbiage, imagery and print materials to be published or promoted within the St. Francis Communications Schedule.

- **Creative Team available to Help**

Do you need extra support for your announcement, event? You can connect with the Communications Team at [Creative@stfoafrisco.org](mailto:Creative@stfoafrisco.org) once your event has been approved.

## Meet the Communications Team!



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