

SS. Charles and Helena Church **Event/Activity Advertising Check-List**

As a parish we want our events and activities to run smoothly. Here are some guidelines and a check-list to help your group organize and promote your activity within our parish.

All events/activities must be presented to and approved by the Parish Council. Please bring any event/activity requests to the Parish Council at least two months before the event or activity to be reviewed and approved. There is an application form and guidelines for applying for the event/activity available in the parish office. All advertisements, bulletin articles and announcements need to be brought to the office for the pastor to review one month before the event.

After the event/activity and its advertising literature are pre-approved, a representative from the group needs to turn in the literature by the office deadlines. The following is a check-list of items and their deadlines to be submitted.

<u>CHECK LIST FOR EVENTS</u>	<u>DEADLINE</u>
Bulletin articles	Mondays by 4:30 pm
Pulpit announcements	Wednesdays by 12:00 noon
Website advertisements	One week in advance (number of weeks to run varies)
Parish App announcements	Wednesday by 12:00 noon
Posters/flyers	Thursdays by 12:00 noon
Prayers of the Faithful for special Masses	Wednesdays by 12:00 noon
Sign by the road	One week in advance

As space permits, bulletin articles submitted Mondays by 4:30 pm will be put in the next weekend's bulletin. We do prioritize activities if we have a full bulletin. In the event that we are running out of space, our secretary will touch base with you.

If there are any changes on times, dates or any other details for your event/activity, please contact the office to let the secretary know.

Please submit pulpit announcements for the upcoming weekend by noon on Wednesdays. Special events or fundraisers can be announced two times prior to the event/activity. Regularly scheduled meetings are not announced. This is to limit the announcements at Mass. However, we will announce the first meeting of the year.

Please submit your requests and articles by email to bulletinssch@catholicweb.com. Emails make it easier for us to proof read, edit and insert articles. If possible, do not send a PDF document. Many PDF documents cannot be edited, so if there is a spelling or grammar error we may not be able to correct it. Also, if the article is in a program like Microsoft Word, it makes it easier for us to re-size the article to fit in the bulletin or other form or publishing without losing quality.

We appreciate everything you do for our parish, and hope this information is helpful. Please feel free to call the office if you have any questions (810) 686-9861.