

Bulletin Articles & Pulpit Announcements

Old St. Mary, Our Lady of Divine Providence,
SS. Peter & Paul, Three Holy Women

1. All bulletin articles and pulpit announcements are due at **1:00pm on Monday**. This may change to an earlier date because of holidays (e.g. New Years Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas). Call the parish office if you are unsure.
2. Please be sure that your announcements are in the form of an attachment to your e-mail as a Word doc., not to be cut and pasted from the body of the e-mail.
3. You are responsible for writing the articles and the announcements. The parish office reserves the right to edit them.
4. Every article **MUST** have contact information: who is sponsoring the event and how to get in touch with you – a name, phone number or e-mail address.
5. Every article **MUST** have complete name of the parish, e.g. Three Holy Women Parish – St. Hedwig Church.
6. Bulletin articles may only appear for three weeks – one of the three printings may be an insert that you provide to each parish, not both in one bulletin. Please note that a bulletin can have only two inserts per week – so plan ahead!
7. Bulletin space is limited. Priority of the space is given first to parish activities, Family of Four parish activities, District 13 parish activities, the Archdiocese of Milwaukee. Political or personal ads are not accepted.
8. Pulpit announcements can only be events that are happening that day or within that week and are mission related. No phone numbers. Please keep them brief! Bulletin articles will not be read as pulpit announcements.
9. If a parish exceeds the allotted one page of typed announcements (*#14 font, single spaced*) to be read at Mass the pastors reserve the right to edit as they see necessary.
10. It is necessary to send the appropriate article and announcement to the following people by **1:00pm on Monday** if you want the event publicized.

Bulletin Articles Contacts (send articles to both)

Mariah Navis mnavis@ffpmke.org

Teresa Borer tborer@ffpmke.org

Pulpit Announcements Contact

Teresa Borer tborer@ffpmke.org