



Website & Bulletin Submission Guidelines

All submissions should be sent to email: stjosephmaysville@josephite.com

Submissions for the website and bulletin should be a maximum of 1,500 words in (.doc) Word format. Must have name/committee name, phone number, and email displayed. Images should be a .jpeg image. Subject line must start with "Website Submission for ..."

Formatting:

Fonts and colors may be subject to change.

Font: Times New Roman Size: 12 pt Space: Single

Day: must be spelled out, Ex. Tuesday Month: must be spelled out, Ex. January

Example of Date & Time listing: Monday, March 2, 2016, 8:00 pm in the Church Hall

Deadline: Event submissions/fliers must be submitted eight (8) weeks before the event. All other submissions must be submitted two (2) weeks in advance.

Length: Maximum of 1,500 words in .doc/.docx format.

Artwork: Please submit .jpeg of your photos. Photo size is at the discretion of the committee.

Ministry information can be posted to the ministry page. Information should have the purpose statement of your ministry and contact information for membership and head of ministry. All ministry pictures should be submitted by said ministry.