

St. Peter - Slinger Parish & School
Communications Policy and Submission Guidelines

Key Notes:

1. The Parish reserves the right to edit any submissions prior to publication or communication.
2. Preference will be given to parish liturgical, sacramental, formational, and school items, programs, and events.
3. Submissions will be reviewed by the appropriate parish staff member(s) and subject to their approval.
4. All submissions should be electronic. Submissions need to be in an editable format...pdf's will only be accepted if the separate workable file (publisher, word etc.) accompanies it. If electronic submission is not possible, there will be a delay in publication.
5. Submissions should include requested publication date(s), and contact information of the requester.

Bulletin Articles:

All articles must be submitted to the Parish Office by 10:30 AM the Monday before the following Sunday (5 days) to the publication date. It is preferred that they be submitted electronically (PDF, word, jpg, or png file) to our parish secretary's email address: parishsecretary@stpeterslinger.org. If email is not possible, please drop off your written article in the parish office; attn: parish secretary. Please include specific dates for publication. Articles will be placed in the bulletin as space allows. They also may be edited and approved by the appropriate parish staff member. Please contact our parish office to verify the article you submitted will be printed for your requested weekend. **Please note that during Holiday Seasons, significantly earlier submission deadlines may apply.**

Bulletin Inserts:

A limited number of flyers are inserted in the weekly bulletin. Insert dates are reserved and scheduled through the Parish Secretary. Once an insert publication date is approved, a digital copy needs to be submitted to the communications coordinator for approval or editing. This needs to be received at least two weeks prior to publication date. Flyers will be printed on white paper (unless otherwise approved) and will be in black/white. Flyers for approved

community organizations must be printed and supplied by that organization. You may be required to provide volunteers to "stuff" your insert into the bulletin the week of publication. This is dependent on the availability of office volunteers the week of publication.

Quarterly Newsletter:

The Parish Newsletter is published four times per year in spring, summer, fall, and winter. It contains articles, photos, and reflections that highlight parish ministries, groups, and individuals that provide an inspiring view of parish life. To request or submit an article or photos, please contact our parish secretary. Article and photo selection begins two months prior to publication. Space is limited.

St. Peter Parish and School Websites:

To request information to be placed on the St. Peter Parish website, please contact the Communications Associate, Colleen Waech. Information should be submitted in electronic form, including documents (PDF or Word file) and images (jpg or png file). The web site will be updated as staff schedules allow.

- For event posting: please include the name, date, and location of event, and if it is linked to a specific ministry.
- Please include the event's start and end times.

Pulpit Announcements:

Please submit information that you would like included in our pulpit announcements to the Parish Secretary by **THURSDAY at 10:30 AM** prior to the weekend that it is to be publicized and announced. Announcements will be included as space allows and may be edited. No business advertisements please. Late requests will not be added or honored.

Bulletin and Newsletter Contacts:

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