

## How to Prepare & Submit a Bulletin Notice

Updated 04.05.09



Owner: Committee Leader or Member

Materials: Event or project information

Frequency: As needed, based on committee events/projects

Action	How To
<p>1. Decide what details need to be shared with parishioners</p>	<p>a. Collect all the basic details – who, what, when, where, why</p> <p>b. Obtain a contact person’s name and phone#/e-mail</p>
<p>2. Summarize the information into a brief notice</p>	<p>a. Open with an attention-grabbing sentence</p> <p>b. Add 1-2 sentences that contain all the details determined in action step 1 (above)</p> <p>c. Close with a sentence that contains the name and phone#/e-mail of the contact person for the event or project</p> <p><i>Please note: the typical bulletin notice is 100 words or less.</i></p> <p><b>Examples:</b></p> <p><i>Instead of –</i></p> <p>For the next two weeks, the CSG is holding a food drive. Please bring donations to church and we’ll take them to local food pantries. Contact a CSG member if you have questions. Thank you.</p> <p><i>(Brief, but too vague – What does CSG stand for? What types of donations are needed? Who are the actual recipients? What if I don’t know who is a CSG member is? What is the reason for the food drive?)</i></p> <p><i>Try –</i></p> <p>In 2006, 3.8 million U.S. households accessed emergency food from a food pantry at least once. That was two years ago -- think what the statistics will be this year. Consider helping local food pantries (including United Ministries, Our Savior Church, and our own St. Vincent de Paul Society) by donating nonperishable food items to the Community Service Group's Emergency Food Drive. Drop off donations in the narthex between now and July 20. Please see the narthex display for a list of most needed food items or contact Anne Sturgis (859.801.9569) for more information. Thanks in advance for your help!</p>

3. Review the notice for accuracy	<ul style="list-style-type: none"> <li>a. Double-check dates, times, locations, phone numbers, and e-mail addresses</li> <li>b. If you typed the notice, run the <i>Spellcheck</i> feature to correct any misspelled words</li> <li>c. Read the notice outloud to hear how it sounds verbally</li> </ul>						
4. Determine when the notice needs to be in the bulletin	<p><i>Please note:</i> A notice must be received by the rectory office no later than <b>4 p.m.</b> on the <b>Monday before</b> the weekend you want the notice in the bulletin.</p> <p>Ex: A bulletin notice for the weekend of 5/2-5/3 needs to be received by 4 p.m. on Monday, 4/27.</p>						
5. Submit the notice to the rectory office	<table border="1" data-bbox="537 758 1456 961"> <thead> <tr> <th data-bbox="537 758 959 810">If submitting the notice:</th> <th data-bbox="959 758 1456 810">Then:</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 810 959 884">Via e-mail</td> <td data-bbox="959 810 1456 884">E-mail the notice to <a href="mailto:jkunst@mqhparish.com">jkunst@mqhparish.com</a></td> </tr> <tr> <td data-bbox="537 884 959 961">In person</td> <td data-bbox="959 884 1456 961">Deliver a handwritten copy to the rectory office during normal business hours</td> </tr> </tbody> </table>	If submitting the notice:	Then:	Via e-mail	E-mail the notice to <a href="mailto:jkunst@mqhparish.com">jkunst@mqhparish.com</a>	In person	Deliver a handwritten copy to the rectory office during normal business hours
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