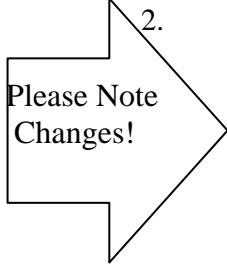


## Divine Savior Media Guidelines

1. Bulletin articles **MUST** be in at least 9 days before the date of the bulletin. Ex. If the bulletin is for Sunday February 15, the article will have to be in on or before Noon on Fri., 2/6. Articles submitted after the deadline will be printed in the following issue of the bulletin. A detailed schedule is on the reverse covering October, 2009 through January, 2010. Please note early Easter deadline.
2. Articles can be submitted via e-mail, or on computer disk. If submitting on disk, please submit a printed copy of the article as well as the article on a 3.5" disk or CD. If you need a disk, please contact the Parish Office. Articles will only be accepted via e-mail or on disk or CD. Articles or flyers can be e-mailed (Bulletin@divinesavior.net) but **must** be accompanied by name and phone number. **Handwritten or typewritten articles will not be accepted.** Articles about people should include their full names not initials. E-Mail is the preferable submission or staff can save articles in S:\bulletindump\date\article name.
3. If you wish to do a full-page flyer in place of an article, and are in need of assistance, please contact the Church Office at 630-969-1532 x21 (Tracy). Calls for assistance need to be placed at least one week before the date of submission, or two weeks before the date of publication. Ex. If the bulletin date is 2/15, then the submission date is 2/6, and the **latest** the call can be placed is 1/30. Both the date of submission and the date of calls for assistance are Fridays. We are happy to help, but time plays a vital factor in our productivity.
4. Any full-page flyer that is submitted to us (on the date of submission) **MUST** be polished, on white paper, and look presentable enough to be published or sent preferably electronically. Any flyer that **DOES NOT** look presentable will be given a low priority, which means that it will be in the bulletin when we have the time to polish it up and make it look appropriate. Your full-page flyer **MAY** appear in the bulletin on the date requested; more often than not it will be in the following publication. Anything with scratch-outs, written-in pieces, spelling errors, monotype type or unappealing graphics are examples of unpresentable flyers.
5. **Any article submitted must be accompanied by the name and phone number of the person submitting the article in case there are any questions. Articles that do not have the information attached cannot be considered for publication.**
6. If you are submitting an article please bear in mind that an article can only be published once; subsequent articles on the same subject **must** be different. Full-page flyers can be run more than once but the second time the same flyer may appear as a quarter page item. Priority will be given to articles dealing with Divine Savior Events, and local events of general interest. Editorial articles or quotations will be printed if space permits.
7. We reserve the right to edit articles and flyers.
8. All **Pulpit Announcements** must be submitted to the Parish Office by Noon on the Friday before the announcement is to be read. It must be limited to 1 short paragraph (3-4 sentences **maximum**). If the announcement is too long, it will be edited. Bulletin articles may not be used as pulpit announcements.



Please Note  
Changes!

Thank you, as we appreciate your cooperation with these guidelines. They aid in making us more productive so we can better serve you and others when you need assistance. If you have any questions, you can call us at 630-969-1532 x21 (Tracy) or e-mail us at the address on the front. Thank you again for your cooperation.