



ST. MICHAEL THE ARCHANGEL CATHOLIC PARISH

750 Bright Road, Findlay, Ohio 45840 • 419.422.2646 • findlaystmichael.org

Procedures for Submitting Information for the Parish Bulletin

One of our prioritized goals in the St. Michael the Archangel Catholic Parish bulletin is to maintain consistency, fairness and continuity in this weekly publication. In order to achieve this, please review the guidelines below and keep them in mind when you would like to submit an ad or article to the bulletin.

Weekly Submission Deadline: Any information that you would like to submit is due to our offices by 9am each Monday morning for the following weekend. Please remit all information and images to: bulletin@findlaystmichael.org. If you are submitting information near a holiday, the due dates are earlier. Please contact the Parish Office at 419.422.2646 with any questions regarding submission dates.

Event Advertising:

Full-Page Ads – In an effort to share as much information with our parishioners, *Full page ads are reserved for Parish-wide events only and on a limited basis, or at the discretion of Parish leadership.* A full page ad may run for one weekend, and then be reduced to a ½ page or ¼ page ad. Each individual campaign is permitted for no more than 6 consecutive weeks per year. A sizing guide is located on our parish website.

Half and Quarter Page Ads – Specific ministry events (bible studies, fundraisers, music ministry gatherings etc.) are to utilize half and quarter page ads regularly. Exceptions may occur at the discretion of Parish leadership. Individual ministry ads/campaigns are permitted to run for no more than 4 consecutive weeks per year.

Guidelines for Ads:

Adhering to the St. Michael the Archangel style guide is crucial for all content appearing in any format with the bulletin. Therefore, provided artwork may be altered by the bulletin editor to unify the bulletins appearance and space, as well for accommodating a variety of ministries in each bulletin.

- We prefer you submit a complete ad as a png, jpeg or tiff file. PDFs have to be converted to another source to be included in our bulletin. Please send the highest resolution image as possible.
- Photos and images submitted should be as high resolution as possible with a minimum resolution of 300ppi. All copyrighted photos and images must be licensed for use in any print or online usage.
- A style guide is available on our website with detailed assistance in creating your ad.
- Try to use minimal wording and restrict to essential information only.
- We are happy to create an ad for you utilizing tools within our office. Additional time will be needed for this. Please contact the Parish Office as soon as possible should you require assistance in creating an ad.
- Priority will be granted to St. Michael the Archangel ministries and groups first. Likewise, events that are the soonest and have the largest potential audience will also receive preference.
- Ads announcing meetings are not permitted within our bulletin.
- Our bulletin cannot promote job postings, job seekers or entrepreneurs. Please place a paid ad instead by contacting LPI at www.4lpi.com or 800.477.4574
- All final content decisions are at the discretion of the Bulletin Editor, Parish leadership, and/or available space.