

Procedures for Submitting Information for the Parish Bulletin

Primary contact is: Alma Tamayo at 312-2520, ext. 122

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Office schedule is: Tuesday – Thursday from 9 – 5 p.m.

On-line bulletins can be accessed via: <http://www.santacruzcc.org/bulletins.html> by the Friday of distribution weekend.

Procedure

Submitting Information

- 1) E-mail all written articles and/or requests to: "bulletin-santacruz@austin.rr.com"
- 2) Bulletin article submission must be received **no later than 5:00 p.m. on Monday** for that weekend's bulletin review (no guarantee it will be included)
- 3) Any flyers or specially formatted articles *must also* be submitted electronically

Information Content

- 4) Information on articles must include:
 - a) Date, time and place of activity and/or event
 - b) Organization and contact person's name and phone number
 - c) Brief description of activity/announcement (generally, less than 100 words)
 - d) All submissions will be converted to 'black and white'. No color is allowed by publisher
 - e) All events at the *narthex* (church lobby) or *portico* must have been previously scheduled with Tom Hughes at (512) 757-3573
 - f) All long-term building usage for meetings or gatherings at conference rooms, education building, etc. must have been previously scheduled with Building Use Coordinator (Barbara Pecuch) at (512) 422-1485
 - g) All other events/gatherings taking place at the parish hall must have been scheduled with the Facilities Manager (Jerry Herrera) at 312-2520
- 5) Information for an event or meeting should not be submitted for publication too early, unless there is pre-activity required prior to the event, i.e. recruiting, requesting donations, etc. Normal timeframes include week's events within 2-3 weeks of the event
- 6) Please indicate how long the article should run, or an end-date of an activity, i.e. pickup of collection boxes for donations, etc.
- 7) Please indicate if article is to be in 'English only', 'Spanish only' or both
- 8) Please also submit any organization's emblem, insignia or graphics you would like added to your article.

Full Page Inserts

- 1) Full page inserts such as school gala, advertisements, etc. will be included, as part of the bulletin, based on availability of space and timeframe of event
- 2) If the insert is to remain a separate page from the bulletin, then the group and/or individual submitting it:
 - a. Will be responsible for providing the number of copies needed (currently 800 bulletins are printed weekly)
 - b. Will be responsible for getting the help needed to stuff the bulletins
 - c. Must have completed stuffing all bulletins preferably by 5:00 p.m. Friday or make arrangements with parish office
- 3) Full page inserts will be kept to a maximum of one (1) per organization, per year

Organization's Meetings

Organization's meetings, which only affect the members of the organization, will be announced in the bulletin under a new section currently being added "Meetings This Week", a week prior to the scheduled meeting.

Prayers for the Sick, Military and Deceased

Requests to add a person(s) to the Prayer list for the sick, military or deceased should be:

Sick

- Submit in writing, if at all possible
- Provide hospital name, room number and status
- Provide requestor's name and contact phone number
- Name will only be printed in the bulletin for two weeks, unless an update is received to extend for a longer period

Military

- Submit in writing
- Provide relation to Parishioner, if not a Santa Cruz member
- Provide requestor's name and contact phone number
- Update the parish office with any changes

Deceased

- Contact the parish office regarding the passing of a parishioner or an immediate family member of a parishioner
- Notice will be published for two (2) weeks

Other Notations

- Any article corrections for bulletin can be communicated to Alma Tamayo ***up to 9:00 a.m. on Wednesday*** (of affected week).