



BULLETIN PROTOCOLS

UPDATED OCTOBER 2024

DEADLINES

Weekly standard pages submitted are now due Tuesday 4 p.m.

- School page
- Religious Ed page
- YM page
- Healing page

EARLY DEADLINES

These dates are from the publisher. They are non negotiable. These dates are around major holidays and change annually.

Bulletin print	Submission due
11/10/24	11/4
11/17/24	11/8
11/24/24	11/13
12/1/24	11/19
12/8/24	11/25
12/15/24	12/5
12/22/24	12/11
12/29/24	12/18

I'd like you to please follow this example guide below for submissions outside standard pages. Overall, the goal is to be informed and help with planning.

- | | example |
|--|-----------------|
| • "Get on the bulletin schedule" request require a minimum of two Sundays before the Sunday bulletin date. | —————> Feb 7 |
| • Content, review and draft approvals two weeks prior to the Sunday bulletin date. | —————> Feb 7-14 |
| • FINAL submissions are due by Friday 8pm, the week prior to bulletin Sunday date. | —————> Feb 14 |
| • Bulletin print | —————> Feb 23 |

The rule of thumb is that if you are planning, it should be on the bulletin notification schedule. Don't wait until you are finished with all the planning.

The bulletin must be submitted by Wednesday at 2 p.m. There are no exceptions. Please don't ask. Wednesday mornings are for editing and review purposes only.