

BULLETIN CHANGES

DEADLINES

- Two weeks before the printed bulletin, contact Brandi Sulak, Media Editor, with your request for submission. Brandi will work with you on content and submission requirements.
- FINAL Draft is due on Friday, 10 days prior to printed bulletin, at 8:00 pm.
- Printed bulletin distributed at weekend Masses.



LPi Publishing

UPDATED FEBRUARY 2025

Example Timeline

February 7 → February 14 → February 23
Contact Brandi Final Draft Printed Bulletin

PRINTED BULLETIN PAGES

We have 8 pages available for ministries and events. We will do our best to accommodate all requests based on content and available space.

ONLINE BULLETIN

The online bulletin is another way to share information about ministries and promote events. This platform offers more pages and larger print for easier viewing on your phone or tablet.

Requests and questions can be directed to Media Editor, Brandi Sulak, at editor@st-raymond.org



BULLETIN CHANGES FOR STAFF

UPDATED FEBRUARY 2025

DEADLINES

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

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

EARLY DEADLINES

Bulletin print	Submission due
March 3.	Feb 27
March 16.	Mar 6
March 23.	Mar 13
March 30.	Mar 20
April 6.	Mar 27
April 13.	Apr 3
April 20.	Apr 9
July 6.	June 26
Nov 23.	Nov 13
Nov 30.	Nov 19
Dec 7.	Nov 26
Dec 14.	Dec 4
Dec 21.	Dec 10
Dec 28.	Dec 15
Jan 4.	Dec 19

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.

Requests can be directed to editor@st-raymond.org (please don't send to both). Questions and conversation to Brandi at b.sulak@st-raymond.org or 847 708 3943.