

# Bulletin Submission Form

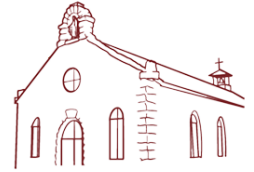
Effective January 1, 2025



## St. Mary

Roman Catholic Church

302 E. SPRING ST.,  
KINGMAN, AZ



PLEASE NOTE: To be added to the bulletin, **ALL events must first be approved** by the Parish Office and appear on the Parish Calendar, and **the submission form must be complete**, or submission forms will be returned and will need to be resubmitted correctly.

### Bulletin Submission Procedures

- All bulletin items must be submitted via **this form**, online (stmarykingman.com) or in paper (in the Parish Office).
- **All forms must be completed and received by the Parish Secretary before 11am on Tuesday** to be included in the bulletin for the upcoming weekend (unless otherwise specified, such as early holiday deadlines). If submitted after this deadline, the announcement will be in the bulletin for the following weekend.
- Submissions will be limited to **650 characters or less**, so keep announcements **BRIEF** (i.e., who, what, when, where, why). *Longer submissions will require bulletin inserts, which must be attached to this form for approval.*
- Bulletin announcements run for two weeks only (exceptions may be made by the Parish Office).
- Clipart will not be used in the bulletin or website. Organic pictures of your ministries in action are encouraged (*please follow Safe Environment guidelines for the vulnerable*). If you are submitting pictures, they must be high-resolution and in-focus to be included in the bulletin. Please include photographer credit and event title.
- Mass announcements must be submitted to the Parish Secretary **before 11am on Tuesday**.
- All bulletin submissions and Mass announcements are at the discretion of the Parish Office, and may be edited to fit these outlined procedures, as needed.
- These procedures apply to all ministries, affiliates, and departments.

Required fields are marked with an \*

### Contact Person's Information

FIRST NAME\* : \_\_\_\_\_ LAST NAME\* : \_\_\_\_\_  
 EMAIL\* : \_\_\_\_\_ PHONE NUMBER\* : \_\_\_\_\_ Text  Call

### Event/Announcement Information

Is this material (choose one)\*: Dated (specific to certain dates)  or Undated (general information or regularly recurring events)?

Event/Announcement Title\* : \_\_\_\_\_

Event Date(s)\* : \_\_\_\_\_ Requested Publication Date(s)\* : \_\_\_\_\_

**REMINDER:** Bulletins are dated for **SUNDAYS**. Be sure to look for the Sunday date for your requested weekend publication date.

### Bulletin Text\*

Please limit text to 650 characters or less. Longer submissions will require bulletin inserts. Bulletin inserts must be attached and submitted for approval. See information below.

**I am submitting a bulletin insert (attached).** Parishioners representing parish groups are responsible for PRINTING AND STUFFING their own inserts into the bulletins. Bulletins are delivered on Thursday or Friday mornings. Once they have been delivered, the designated person can make the insert copies and stuff the bulletins at their convenience, during office hours.

If you are submitting photos, please list the file names here (JPGs only). All files should be emailed to the Parish Secretary at [cabarquez@stmarykingman.com](mailto:cabarquez@stmarykingman.com) **before 11am on Tuesdays**. Please include photographer credit and the event title in the email.

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### For Office Use

Received by Secretary: \_\_\_\_\_ Date: \_\_\_\_\_