



THE GUARDIAN GUARDIAN ANGEL CATHOLIC CHURCH BULLETIN GUIDELINES

PURPOSE

One of the most important goals for *The Guardian* is to maintain consistency and continuity while reflecting the mission and values of Guardian Angels Catholic Church. This guide is intended to establish consistent standards for bulletin announcements and event promotions at Guardian Angels Catholic Church.

Please review the guidelines below and follow them when writing articles and promoting your events in *The Guardian*. All final content decisions are at the discretion of parish staff members.

EVENTS / ARTICLES

All events follow a standard layout in our bulletin. This layout should provide essential information in a clean, easy-to-read format. The Parish Life section in the bulletin consists of up to 3 events per page. Please adhere to these guidelines to help ensure that content looks its best and fits within the available space.

Standard Event

Each announcement should include, when applicable:

- Event or ministry name
- Date
- Time
- Location
- Brief description (See Recommended Length, below)
- Registration information
- Cost, if applicable
- Contact person or ministry
- Website, email, or QR code

Recommended Length

Brief descriptions should generally be 100–120 words, unless additional information is necessary.

Submissions may be edited for space and clarity, while always preserving the original context and message.

SUBMISSION DEADLINE

All bulletin requests should be emailed to bulletin@guardiana.com

Bulletin submissions must be received no later than Wednesday, 11 days before the publication date. Requests received after the deadline may be held for the following week's bulletin. Holiday bulletins require additional production time and must be submitted earlier. Articles may run for a maximum of three weeks, space permitting.

Priority will be given to Guardian Angels ministries and events first, then to our schools, followed by our Family of Parishes. External groups (other churches or organizations) that wish to publicize events will be included if space allows.



THE GUARDIAN GUARDIAN ANGEL CATHOLIC CHURCH BULLETIN GUIDELINES

WRITING STANDARDS & REMINDERS

- Clip art or emojis will not be accepted.
- All text articles will be printed in a uniform font, size, and color. Any font choices included in submitted content will be modified to meet our requirements.
- Only use one space between sentences.
- Communications should use Catholic terminology accurately and consistently.
- Submitted photos/Images should be as high resolution as possible. Poor quality photos will not be included.
- Submitted photos should be .PNG or .JPG. Other file types will not be accepted.
- If you would like your event also shared to our parish facebook page, please indicate in your email request to the Bulletin Editor - bulletin@guardiana.com.
- For after-Mass announcement submissions, contact Cristin Joy at cristinj@guardiana.com.
- To reserve space for your event, please check the parish calendar and contact Cristin Joy to reserve your date/space. This MUST be confirmed and finalized prior to submitting bulletin requests.