



# Parish Communication Content Submission Form

Submit your content here to be included in the St. Jerome bulletin, website, Facebook page, parish app, ministry booklet/parish guidebook, email blast (to school, faith formation or ministries), school newsletter or Oconomowoc Parish Neighbors magazine. Please note: all submissions are subject to staff and pastor approval for inclusion in these communication channels.

**Is this a general announcement or an event announcement (with a specific date and time)?\***

General Announcement

Event Announcement

Announcement or Event Title:\* \_\_\_\_\_

Announcement or Event Description:\* (Tell us about what you want to announce. If this is an event, include who should attend, what ministry is hosting (if applicable), and any other details that might be helpful.)

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Contact Person Name:\* \_\_\_\_\_ First \_\_\_\_\_ Last \_\_\_\_\_

Contact Person Email:\* \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_

Bulletin/Website Announcement:\* (Please provide the exact text you would like included in the announcement.)

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Submit a Picture/File: CHOOSE FILE AND INCLUDE WITH EMAIL

Comments: (If there is anything else you would like us to know, please include it here.)

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## Content Publication Guidelines

Here are the guidelines for the types of content that can be posted to each communication channel:

**BULLETIN:** Published weekly. Reserved for parish sponsored activities, ministry announcements and diocesan/ other parish announcements (space permitting). All submissions must be made by 10am on Monday before the bulletin date. Flyer inserts: must be in .jpg format; due to space limitations for flyers, contact the parish office directly for more info. No approval is needed for internal activities; external activities are subject to pastor approval.

**WEBSITE:** Content is posted as it is submitted. Reserved for parish sponsored activities, ministry announcements, school or faith formation activities and announcements, and diocesan/other parish announcements (space permitting). No approval is needed for internal activities; external activities are subject to pastor approval.

**FACEBOOK:** Content is posted as it is submitted. Reserved for parish sponsored activities, ministry announcements, and diocesan announcements (space permitting).

**PARISH APP:** Content is posted as it is submitted. Push notifications are limited to 200 characters.

**MINISTRY BOOKLET/PARISH GUIDEBOOK:** Published and distributed annually in January. Reserved for updates to ministry information and to parish member contact information. Updates can be submitted at any time.

**EMAIL BLAST (Faith Formation, Ministries):** Content is emailed as it is submitted.

**SCHOOL NEWSLETTER – LION’S ROAR:** Published weekly. Reserved for school activities only.

**OCONOMOWOC PARISH NEIGHBORS MAGAZINE:** Published monthly. Reserved for parish-sponsored activities and ministry announcements. Content must be submitted by the 10th of the prior month.

**Given the guidelines above, which parish communication channel(s) would you like your content to be posted to? (select all that apply):\***

- Bulletin
- Website
- Facebook
- Parish App
- Ministry Booklet (i.e. Parish Guidebook)
- Email Blast (School, Faith Formation, Ministry)
- School Newsletter – Lion’s Roar
- Oconomowoc Parish Neighbors Magazine

(Specify Month/Date/Year)

Start date for posting:\* \_\_\_\_\_ End date for posting:\* \_\_\_\_\_

Comments about posting:

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If you have more details about how you would like the information posted, including dates, include it here. You will be contacted if we need further information or clarification. Thank you.



# ST. JEROME PARISH

Catholic Church and School | Oconomowoc, Wisconsin