Submission Guidelines for the Weekly

Submission Deadline: Thursday, 5:00 pm by email only

- All items must be submitted by email to Jan Potts, jpotts@oakdiocese.org, with the plain text of the item either in the body of the message or as a Word document using 10pt, Arial font, single-space, left justify only.

- Do not format or stylize the item in any way. Please, no indenting, bullets, numbering, underlining, bolding, all caps and the like. Your item must fit into a pre-formatted template and our template gets easily confused.

- We typically run items in the Weekly for two weeks. Please indicate the two consecutive weeks you would like your item published.

- Use the following who/what/when/where/how guideline for submitting items. Do not only submit a poster or flyer (though we can include links to posters or flyers in the body of the item.) Please refer to the example below.

Example

St. Patrick Parish – Rodeo Annual Dinner Dance
March 12, 2011, Celebration begins at 5:00 pm Mass, Dinner at 7:00pm
St. Patrick Parish Hall, Rodeo
Kathy Pruett
510-799-4406
www.stpatrickrodeo.org

Share the luck of the Irish at the St. Patrick's Annual Dinner Dance on March 12. The celebration begins at the 5:00pm Mass, followed by a no-host cocktail hour. Traditional Irish food will be served at 7:00pm. Enjoy the sites and sounds of Irish bagpipers, dancing and song. Dance the night away with DJ music. Tickets are $35 per person. For more information, call the Parish Ministry Center at 510-799-4406.

- To view samples, visit www.oakdiocese.org then click Current Issue of the Weekly.