

## Submission Guidelines for The Weekly

### **Submission Deadline: Thursday, 5:00 pm**

- All items must be submitted by email to the diocesan Communication Department at [TheWeekly@oakdiocese.org](mailto:TheWeekly@oakdiocese.org) with the plain text of the item either in the body of the email 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, etc. Your item must fit into a pre-formatted template.
- Items run 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.)

Example { Annual St. Patrick Dinner Dance  
March 12, 2011, 5:00 – 7:00 pm  
St. Patrick Parish Hall, 825 Seventh Street, Rodeo  
Jane Doe  
510-799-4406  
[www.stpatrickrodeo.org](http://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](http://www.oakdiocese.org) then click Current Issue of The Weekly.

Thank you.