

# Sunday Bulletin

## Audience & Distribution

- Parishioners & Visitors attending weekend Masses
- 800 typically printed each weekend
- Archived on Little Flower website

## Timing

Deadline for submission: **Noon on Monday** prior to the weekend you desire your information to be published

## Content Guidelines

- Short paragraph (under 100 words)
- Send bulletin information exactly as you would like it to appear
- At times when there are a large number of requests, content will be prioritized (see below)

## Best Uses

- News that is relevant for most or all parishioners
- Events that are happening in the near future
- Short “save the date” for future events

## How to Send

Lisa Gibbons ([lgibbons@littleflowerparish.org](mailto:lgibbons@littleflowerparish.org)), Phone: 357-8352, ext 33 or Fax 357-5316

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## Content Prioritization

In the event that we have too much information to be included, prioritization will be done as follows:

- General Parish Communications
- Information from Parish Staff
- Information from Parish organizations regarding their own events/activities taking place at Little Flower
- Information from Parish organizations regarding events/activities taking place at other locations
- Information from Scecina and surrounding parishes regarding their own events/activities
- Information from the Archdiocese promoting events/activities
- All other requests.

This method of prioritization is presented as a general guideline only and flexibility will be exercised as appropriate.