

# Pulpit Announcements

## Audience & Distribution

- Parishioners & Visitors attending weekend Masses

## Timing

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

## Content Guidelines

- Short announcement with basic info that people will be able to remember
  - Do not include detailed information like phone numbers
- Send announcement exactly as you would like it read (some edits may be made based on time and number of other announcements)
- At times when there are a large number of requests, content will be prioritized

## Best Uses

- News that is relevant for most or all parishioners
- Events that are happening in the near future
- Make information available in the printed bulletin as well for easy reference

## How to Send

E Mail to Tom Costello ([tom@littleflowerparish.org](mailto:tom@littleflowerparish.org)) with a copy to [frbob@littleflowerparish.org](mailto:frbob@littleflowerparish.org)