



HOLY FAMILY CATHOLIC CHURCH

PROMOTIONAL MATERIAL GUIDELINES

PRIMARY COLOR PALETTE



**Royal
Blue**

Hex: #27306B
R/G/B: 39/48/107
C/M/Y/K: 100/94/28/16
Pantone: 2766 C



**Sky
Blue**

Hex: #8DB3DA
R/G/B: 141/179/218
C/M/Y/K: 44/20/2/0
Pantone: 542 C



White

Hex: #FFFFFF
R/G/B: 0/0/0
C/M/Y/K: 0/0/0/0

SECONDARY COLOR PALETTE



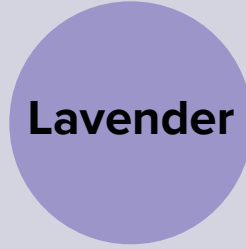
Tangerine

Hex: #FFD89E
R/G/B: 255/216/158
C/M/Y/K: 0/16/42/0
Pantone: 7507 C



**Pear
Green**

Hex: #94D0AA
R/G/B: 148/208/170
C/M/Y/K: 43/0/42/0
Pantone: 344 C



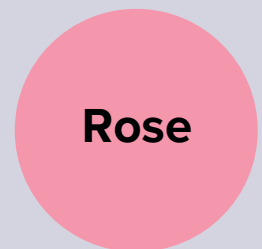
Lavender

Hex: #9B95C9
R/G/B: 155/149/201
C/M/Y/K: 40/40/0/0
Pantone: 271 C



Sunrise

Hex: #FEF39F
R/G/B: 254/243/159
C/M/Y/K: 1/1/47/0
Pantone: 600 C



Rose

Hex: #F597AC
R/G/B: 245/151/172
C/M/Y/K: 0/51/13/0
Pantone: 183 C

If you will be designing a graphic for the bulletin, we ask that you try to remain consistent with our brand by using our colors when possible. Additionally, please use Adobe Express or Canva then share the file with us so we may make changes if necessary.



PROMOTIONAL MATERIAL GUIDELINES

WEEKLY EMAIL

The weekly email is strictly for parish events, and elements such as graphics, QR codes, and photos cannot be included. Additionally, only events taking place within two weeks of the email date will be listed.

The deadline to submit an event or announcement for the Thursday email is end of day Tuesday. The deadline to make changes is Thursday at 1 pm.

BULLETIN

Due to limited space, photographs generally cannot be included in the bulletin.

Full-pages are given on an extremely limited basis and require at least two weeks of notice. Depending on the season, surrounding holidays, and other parish events, neither half- nor full-page submissions are guaranteed.

Please see the Bulletin Submission Deadlines for 2024 due dates. For graphics larger than a quarter-page, email bulletin.info@holyfamilycc.com.

PRESIDER AND CANTOR ANNOUNCEMENTS

Announcements are done sparingly, and are not guaranteed. Requests must be made to kitty.nichols@holyfamilycc.com no later than the Tuesday prior to that weekend.



PROMOTIONAL MATERIAL GUIDELINES

PRINTED ITEMS

- Flyers
- Rack Cards
- Banners
- Yard Signs
- Prayer Cards

While some small print jobs can be done in-house, most handouts and signs, with the exception of 8.5x11 flyers, must be ordered online. Therefore, two weeks of notice is needed .

Yard signs and standing banners for the Narthex are not guaranteed. These are typically reserved for recurring or especially large parish- and community-wide events. We urge you to avoid including dates and other one-time information on large banners so they can remain evergreen.

NARTHEX SPOTLIGHTS

There are a limited number of Sundays available for spotlights. If you would like us to spotlight your ministry or event in the Narthex, please contact kitty.nichols@holyfamilycc.com as soon as your event date is set.

BULLETIN SUBMISSION DEADLINES

Bulletin	No Graphic	Graphic
August 25	Wednesday, August 14	Monday, August 12
September 1	Wednesday, August 21	Monday, August 19
September 8	Monday, August 26	Monday, August 26
September 15	Wednesday, Sept. 4	Monday, Sept. 2
September 22	Wednesday, Sept. 11	Monday, Sept. 9
September 29	Wednesday, Sept. 18	Monday, Sept. 16
October 6	Wednesday, Sept. 25	Monday, Sept. 23
October 13	Wednesday, Oct. 2	Monday, Sept. 30
October 20	Wednesday, Oct. 9	Monday, Oct. 7
October 27	Wednesday, Oct. 16	Monday, Oct. 14
November 3	Wednesday, Oct. 23	Monday, Oct. 21
November 10	Wednesday, Oct. 30	Monday, Oct. 28
November 17	Wednesday, Nov. 6	Monday, Nov. 4
November 24	Monday, Nov. 11	Friday, Nov. 8
December 1	Monday, Nov. 18	Friday, Nov. 15
December 8	Monday, Nov. 25	Friday, Nov. 22
December 15	Monday, Dec. 2	Wednesday, Nov. 27
December 22	Friday Dec. 6	Wednesday, Dec. 4
December 29	Monday, Dec. 16	Friday, Dec. 13

Requests for inclusion in Mass announcements and the weekly Flocknote email must both be submitted by end of day on the Tuesday prior.

