



PROMOTIONAL MATERIAL GUIDELINES

WEEKLY EMAIL

The weekly email is strictly for parish events. This means events happening on campus or events sponsored by a ministry. Events organized by parishioners but not sponsored by the parish are not to be included in the email. Elements such as graphics, QR codes, and photos cannot be included. Additionally, only events taking place within three weeks of the email date will be listed.

Keeping the weekly email as brief and reader-friendly as possible is a priority; therefore, events are not guaranteed to be included if we have reached the maximum number of events in the email. We urge you to submit events and announcements as soon as possible to ensure they are included, especially during busy times such as Advent or Lent.

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

BULLETIN

Due to limited space, photographs generally cannot be included in the bulletin, and graphics are not guaranteed.

Full-page graphics are given on an extremely limited basis and require at least two weeks of notice. Three weeks or more notice is required for half- or full-page graphics during Advent and Lent. Depending on the season, surrounding holidays, and other parish events, neither half- nor full-page graphics are guaranteed.

Please see the Bulletin Submission Deadlines for 2025-2026 due dates. For graphics larger than a quarter-page, email bulletin.info@holyfamilycc.com.

PRESIDER AND CANTOR ANNOUNCEMENTS

To preserve the sanctity of Mass, announcements are done sparingly and are not guaranteed. Requests must be made to bulletin.info@holyfamilycc.com no later than the Tuesday prior to that weekend.

MINISTRY SPOTLIGHTS

There are a limited number of Sundays available for spotlights, especially between the months of August and January. If you would like us to spotlight your ministry or event with an announcement and table in the Narthex, please contact bulletin.info@holyfamilycc.com as soon as your event date is set.

PRINTED ITEMS

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

While some small print jobs can be done in-house, most handouts and signs, with the exception of flyers and plain-paper handouts, must be ordered from a third party. Therefore, at least two weeks of notice is needed for bigger or more complex jobs.

If your ministry is designing and printing your own flyers or handouts, approval must be given by the Marketing and Communications Director before they are given out or displayed on a bulletin board or on the Welcome Desk. Items placed on the Welcome Desk or on the bulletin boards without prior approval will be removed.

No individual or ministry is permitted to hand out items or promotional material without approval from the Director.

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. If your ministry is designing and ordering a banner, we encourage you to avoid including dates and other one-time information on large banners so they can remain evergreen.

All banners and yard signs must be approved by the Director prior to installation. Banners and yard signs installed without approval of the Director will be removed.

Maintaining the beauty of our campus and not over-advertising to our parishioners is a priority; therefore, yard signs are not to be left up for any longer than necessary for the purposes of your event. The Director reserves the right to remove yard signs if they are not removed in a timely manner.

If you are interested in any printed promotional material for your ministry, please contact bulletin.info@holyfamilycc.com.