

ST. IRENAEUS

Planning and Advertising your event in the parish and outside the parish

Bulletin/Announcement/Calendar requests:

Kathy Karbowski, Parish Administrative Assistant and Bulletin Editor (Anne Kerr is also the Bulletin Editor)

248-651-9595 x 110

kkarbowski@stirenaeus.org

Hours: Monday thru Thursday 8:30 to 5:00, Friday 8:30 to 2:30, closed 12-1 daily for lunch.

Bulletin articles:

- When sending a bulletin article for the first time, call Kathy to let her know.
- Bulletin articles due by **noon on Monday** for the following weekend's bulletin; national holidays will alter this schedule.
- Create the article in Microsoft Word and attach the file to an email to Kathy. If you have Publisher software, copy and paste your finished article into Publisher before emailing to Kathy.
- **Use Arial font, size 10, black for text**
- .9 spacing between lines
- **Use Arial font, size 14, bold black, in upper and lower case letters for the article heading, do not use all caps.**
- Use tabs to indent each paragraph, not spaces.
- Justify (left and right).
- Do not put extra spacing above or below paragraphs.
- Put all artwork over to the side or above the text and make a note of where you want it to appear. It's easier to cut and paste if it's not embedded.
- Do not put text in column format. Just leave margins on their default settings.
- Request a half-page or full-page article at least 1 month in advance. A full-page flyer may have different fonts, colors, pictures, etc. Full-page articles will run for one week only!
- If a full page is requested but not available, a black & white copy of the page can be made to insert in the bulletins (we currently order 1000 bulletins during the school year).

Mass announcements:

- Contact Kathy by Wednesday to request an announcement at mass. Keep your draft of the announcement short.
- Mass announcements are reserved for imminent activities, so it may be announced only once or twice.

Calendar requests:

Parish social Hall and rooms are reserved for parish groups and activities (Please refer to policy on booking church facilities). We ask that you check the parish calendar on our website prior to making your request (Stirenaeus.org). Committees can request the use of the room by sending an e-mail request to the parish office at kkarbowski@stirenaeus.org. Requests may need approval of the entire staff, in which case the request will be brought to the next monthly staff meeting.

- Requests should be made as early as possible.
- Most rooms are not available on Monday's and Tuesday's.
- E-mail response will confirm a booked room.

Other advertising options in the Parish:

- if you would like an upcoming activity to be posted on the St. Irenaeus website, please make note of the website heading/subheading under which the event would fall. **For church and general parish events, contact Kathy** or e-mail her your website request. **For Catechetical events, contact Jean Porzadek** at 248-651-2443 or email jporzadek@stirenaeus.org.
- To have an article placed in the quarterly Newsletter which is mailed to every parishioner's home, contact Dahlvin Peterson, 586-914-8052, dahlvinpet@wowway.com.
- Please contact Jen Gerada at 248-651-9595 x 113 or email worship@stirenaeus.org to have a member of your group make a special announcement at the end of Mass, to post fliers or other information on the boards in the Gathering Area, to reserve use of the Mobile Desk in the Gathering Area for ticket sales or info distribution, and to use the Collection Bins for your project.
- You can post flyers on the bulletin board outside the Parish Hall.
- Give fliers to other Commission/Committee chairpersons to share with their Commission/Committee.
- Contact Kathy if you would like to place a flier in the acrylic holders on the banquet tables in the Parish Hall.

Advertising options outside the Parish:

- If you would like other Catholic parishes in our Vicariate to know of the event, contact Sharon at bulletin@esacredheart.org for placement in the next Vicariate quarterly newsletter.
- If you want your event to be in the local papers, contact parishioner Dave Teeter (248-377-2917, teeterda@gmail.com) who will give you updated contact info for the Oakland Press, Lifestyles, and Post.