

Submission Instructions & Criteria for Bulletin Resources @ diolaf.org/bulletin-resources

The primary goal of the Bulletin Resources section of diolaf.org is to support all diocesan offices, church parishes, Catholic schools and lay organizations in publicizing one another's Catholic events as they are scheduled to occur here in the Diocese of Lafayette.

Submissions may be emailed to smartin@diolaf.org.

Bulletin and newsletter editors are welcome to utilize all items in the Bulletin Resources section as indicated for their individual publications. In addition to textual announcements, these items may include printable flyers and/or other bulletin inserts which may be reproduced (at the cost of the distributor) and distributed accordingly.

Submissions may be made by any diocesan, church parish, or Catholic school staff member, preferably utilizing his or her diolaf.org email address for verification purposes. Submissions may also be made by verified members of recognized Catholic religious and/or lay organizations operating within the Diocese of Lafayette.

Civil announcements and/or announcements from outside the Diocese of Lafayette are **not** accepted at the present time.

Staff members of the Diocese of Lafayette's Communications Department reserve the right to edit and/or decline all submissions based on the discretion of the department. Submissions will be posted within the appropriate category of the Bulletin Resources section, and subsequently promoted via the diocese's Facebook page.

Acceptance criteria for all submissions specifies that:

- Information must be complete, meaning that it must clearly include an event name, date, time, location, and contact person.
- Additional details and information may be provided but are subject to editing by the diocesan Communications Department.
- The event must be sponsored (not merely hosted) by a specific diocesan office, church parish, Catholic school or lay organization.
- The submission must be received directly from a verified staff member/representative of the specified sponsor. **No** office, church parish, Catholic school or lay organization, or individual may submit information on behalf of another.
- Flyers (PDF format **only**) are accepted, provided that they include the complete information mentioned above. A link to the flyer will be posted along with the textual announcement. (Note: if only a flyer is submitted, the Communications Department will compose a textual announcement. The department will not, however, compose flyers based off textual submissions.)
- Announcements for recurring events (such as monthly meetings) will be accepted and posted accordingly within the timeframe of one calendar year. Such announcements will need to be resubmitted annually to confirm their continuation.
- Photos will not be accepted.