



Parish Bulletin Submission Guidelines – 2026

HOW TO SUBMIT

- Email all content (text and images) to bulletin@dwkirtland.org

DEADLINES

- **Submissions are due by Wednesday, two weeks prior to publication**
- Holiday bulletins require earlier deadlines (see Due Dates attachment)
- Late submissions are reviewed as space and time allow

WHAT TO INCLUDE

- Contact name, email, and phone number
- Title or type of event/announcement
- Event description (100 words max preferred)
- Include date, time, location, cost, and key details
- Who the event is for
- Include registration links and contact info for questions
- Two requested publication Sundays
- Approval confirmation if required by Pastor or Pastoral Family

Note: Content may be edited for clarity, formatting, or space

IMAGES & FLYERS

- Max size: 5.5 x 8.5 inches
- Preferred sizes: 4.25 x 5.5 inches or 7.74 x 2.29 inches
- High-res PNG or JPG only; minimum font size 10 pt
- Provide image credit if applicable
- Share Canva projects for resizing across parish platforms

PUBLICATION PRIORITY

- Parish ministries and major parish announcements are prioritized
- Non-parish events included as space permits

Thank you for helping share the life of Divine Word Catholic Church through the parish bulletin. These guidelines are intended to make submissions clear, consistent, and timely.





Parish Bulletin Due Dates – 2026

All bulletin content is due by Wednesday, two weeks before the publication weekend.

Please note: Holiday schedules may require earlier submission. See below table for the latest information.

Please plan ahead when scheduling events or announcements.

Questions about deadlines may be directed to bulletin@dwkirtland.org.

These deadlines are necessary to accommodate our printing company's schedule and to allow the pastoral family sufficient time to complete the bulletin. Late requests will be accommodated when reasonably possible.

IMPORTANT EARLY 2026 HOLIDAY SUBMISSION DEADLINES:

Bulletin Month	Sunday Bulletin Date	Submission Due
July 2026	July 5	Friday, June 19, 2026
November 2026	November 15	Monday, November 2
	November 22	Thursday, November 5
	November 29	Monday, November 9
December 2026	December 6	Thursday, November 19
	December 13	Monday, November 23
	December 20	Thursday December 3
	December 27	Monday, December 7
January 2026	January 3	Thursday, December 17
	January 10	Monday, December 21

