

Start Date
End Date
Event Date
Event Name

Publishing Request

Complete
Remove date
Count

Your Name

Your Ministry

Contact Phone

Contact Email

SUBMITTING ONLINE IS PREFERRED; All of the options below are available under SUBMIT TO EDITOR. If your file is too large or you have many, you may continue with the online form, and submit additional files and content to editor@st-raymond.org

PRINTING THIS PAGE FOR SUBMISSION; If you are printing this page, please mark all that apply to your request. You can hand write your message, or email editor@st-raymond.org with your original file and pdf version.

Is this an event upcoming or has recently occurred? If yes, please continue here. If no, please see #2.

1) Would you like it on all platforms?

- Parish Calendar (avail online, subscribe option and calendar section of the bulletin)
- Bulletin (sizing will depend on space available)

- Website; Ministry
- Website; Main page "Please Note"
- Narthex screens
- Facebook event
- Email blast

<ul style="list-style-type: none"><input type="radio"/> Word document and PDF<input type="radio"/> If you are familiar with making images; submission sizing example: 2560 x 1440
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- Facebook post
- Instagram
- Twitter

<ul style="list-style-type: none"><input type="radio"/> Word document and PDF<input type="radio"/> If you are familiar with making images; submission sizing example:1080x1080

- Website; Featured Event

<ul style="list-style-type: none"><input type="radio"/> Word document and PDF<input type="radio"/> If you are familiar with making images; submission sizing example: 170x170 (default is St Raymond)
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2) **Ministry pages;** If you have a change, please **resubmit** your entire message to ensure accuracy. It's a big time saver and really appreciated! Please update through Submit to Editor online, or emailing Editor@St-Raymond.org.

- Questions to consider;
 - Does your ministry regularly meet? We will update the Parish calendar details with your update
 - Is your ministry currently on our website? Do we need to create one for you?

Anytime and always, give me a call or email if you have questions on the process. B.Sulak@st-raymond.org or ext 147