

# BULLETIN CHANGES

PRINTED FEBRUARY 5, 2023

## NEW DEADLINES

- Two weeks before the printed bulletin, contact Brandi Sulak, Media Editor, with your request for submission. Brandi will work with you on content and submission requirements.
- FINAL Draft is due on Friday, 10 days prior to printed bulletin, at 8:00 pm.
- Printed bulletin distributed at weekend Masses.

## NEW PUBLISHER



LPi Publishing

**JS Paulich publishing recently sold many of its bulletin accounts including St. Raymond parish. Our new publisher is LPi Publishing. With this new publisher comes new deadlines for our printed bulletin.**

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Requests and questions can be directed to Media Editor, Brandi Sulak, at [editor@st-raymond.org](mailto:editor@st-raymond.org)

## Example Timeline

February 12 → February 17 → February 25-26  
Contact Brandi Final Draft Printed Bulletin

## PRINTED BULLETIN PAGES

We have 8 pages available for ministries and events. We will do our best to accommodate all requests based on content and available space.

## ONLINE BULLETIN

The online bulletin is another way to share information about ministries and promote events. This platform offers more pages and larger print for easier viewing on your phone or tablet.

## NEW COVER

Our resident artist, Fr. Rodlin, will be inviting all parishioners to participate in creating a bulletin cover. Watch for more on this coming soon.



# BULLETIN CHANGES FOR STAFF

EFFECTIVE FEBRUARY 2023

## NEW DEADLINES

Weekly standard pages submitted are now due Tuesday 11 am.

- School page
- Religious Ed page
- YM page
- Healing page

## EARLY DEADLINES

Bulletin print	Submission due
Apr 2	Mar 24
Apr 9	Mar 31
July 9	June 30
Nov 19	Nov 10
Nov 26	Nov 15
Dec 10	Dec 1
Dec 17	Dec 7
Dec 24	Dec 13
Dec 31	Dec 19

I'd like you to please follow this example guide below for submissions outside standard pages. Overall, the goal is to be informed and help with planning.

- |  | example     |
|--|-------------|
| • "Get on the bulletin schedule" request require a minimum of two Sundays before the Sunday bulletin date. | → Feb 12    |
| • Content, review and draft approvals two weeks prior to the Sunday bulletin date.                         | → Feb 12-17 |
| • FINAL submissions are due by Friday 8pm, the week prior to bulletin Sunday date.                         | → Feb 17    |
| • Bulletin print   | → Feb 26    |

The bulletin will be submitted no later than Wednesday at noon. The publisher is in WI, and we live in the midwest. To ensure we don't encounter weather-related delivery issues, we must submit a day sooner than in the past as our bulletins will now be shipped each week. LPi gained 699 new accounts along with ours, and we don't want the timing to be the reason our bulletin is delayed.

Requests can be directed to [editor@st-raymond.org](mailto:editor@st-raymond.org) (please don't send to both). Questions and conversation to Brandi at [b.sulak@st-raymond.org](mailto:b.sulak@st-raymond.org) or 847 708 3943.