

Submission Guidelines for St. Mary Magdalen Parish

The Communication Team is comprised of Norah Hippolyte, Business Manager; Laura Morland, Bulletin Editor; and Cat Nielsen, Web Manager.

Submit Material

This shows the last day to submit material for the weekend Masses. Note, due to the production timeline the Bulletin has the longest submission schedule.

Blast – includes an electronic version of the Bulletin

Email submissions to Norah: nhippolyte@marymagdalen.org

Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
					Submit material	Exiting Team	Mail & Email		

Bulletin

Email submissions to [Email to Bulletin Editor and Business Manager](#)

Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Submit material			Editing Team	Send to Publisher		Delivered to Office	Mailed	Available at all Masses	

Website

(including Facebook & Instagram)

Email submissions to Cat: [Email Web Master and Business Manager](#)

Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun
					Submit Material	Edits/create content	Update platforms		