

# *Santuario de San Antonio Parish*

## *Request for Inclusion of Article in the Parish Bulletin*

Name of Contributor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
 Ministry (if applicable): \_\_\_\_\_  
 Date(s) you want article to be published: \_\_\_\_\_

**Guidelines:**

1. Article must be related to the SSAP assigned theme of the month whenever possible.
2. Article must have a maximum of 300 words.
3. Photos/Images/Posters/Artwork submitted must be in PDF format, print ready and in high resolution (the RDIP-PB does not manipulate materials submitted).
4. Request must be submitted no later than one week before the intended date of publication.
5. The RDIP-PB Editorial Board reserves the right to edit articles submitted for publication.
6. The RDIP-PB Editorial Board reserves the right to insert/re-calendar any article as the need arises.
7. The RDIP-PB Editorial Board reserves the right to reject articles submitted if it they do not conform to the moral and technical specification of the RDIP-PB.

**Procedure:**

1. Fill our Request for Inclusion of Article in the Parish Bulletin Form and attached article together with photo/images/poster/artwork, if any. Incomplete articles (articles with missing photos/artwork) will not be processed.
2. RDIP-PB Editorial Board will evaluate compliance to above stated Guidelines.
3. All articles approved to be forwarded to the official SSAP printer for publication.
4. All articles disapproved to be returned to the contributor stating reason(s) why article was disapproved.

I have read the above guidelines & procedure and I agree to all its provisions:

\_\_\_\_\_  
Signature below Name in Print

<p><b>SSAP PARISH OFFICE USE ONLY:</b></p> <p>Request Received by: _____</p> <p>Date Received: _____</p> <p>Attachment(s) Rec'd.  <input type="checkbox"/> Article  <input type="checkbox"/> Photo(s)  <input type="checkbox"/> Artwork</p>	<p><b>RDIP-PB USE ONLY:</b></p> <p>Request Received by: _____ Date Received: _____</p> <p style="text-align: center;"> <input type="checkbox"/> APPROVED              <input type="checkbox"/> DISAPPROVED              <input type="checkbox"/> RE-CALENDAR       </p> <p>Remarks:          _____          _____          _____</p>
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