

GUIDELINES

Text and Photo Submissions to St. Joseph Parish Website

The following guidelines are created to assist parish members, committees, groups and organizations when seeking to use the St. Joseph Parish website. The Communications Committee looks forward to your assistance in sharing the information about our parish with those who visit us on the website.

1. It is recommended that text submissions/edits of information for the website be created with the computer program Microsoft Word. Any accompanying graphics are to be in .JPG format in a separate file. Text submissions/edits in email and PDF formats are acceptable if the Microsoft Word program is not available.
2. All photos for the website must be in .JPG format and either emailed to togetherinfaith@hotmail.com or submitted on a CD. Prints of photos or printed copies of photos will not be accepted.
3. Information about upcoming events/meetings must be submitted no less than one week prior to the event/meeting. Highlights (text and/or photos) of concluded events/meetings must be submitted no later than one week following the event/meeting.
4. In the event submissions/edits are not provided in the proper format or timeframe, they will be returned to the person or group as listed.
5. The Communications Committee or a member of the committee will review and process all submissions/edits and photos regarding the following:
 - Edit of article length, if necessary, to fit website space.
 - Spell check/grammar check.
 - Review of photos to determine quality and usability.
 - Review of where information and/or photos will fit the existing page/pages.
 - Determination as to the amount of maintenance necessary for the submission/edit/photos.
 - Nature of content and appropriateness to the website.
6. The placement and duration of the information and/or photos on the website is at the sole discretion of the Communications Committee or a member of the committee.

Thank you!

St. Joseph Parish Communications Committee

May 16, 2017