

Submissions to the Archdiocesan weekly newsletter, *The Bridge*:

Submission deadline: Thursday, 4:00 pm. This is a firm deadline.

- All items must be submitted by email to the Archdiocesan Communication Department, [TheBridge@sfarch.org](mailto:TheBridge@sfarch.org), with the plain text of the item either in the body of the email message or as a Word document.
- Do not format or stylize the item in any way. Please, no indenting, bullets, numbering, underlining, bolding, all caps, etc. Your item must fit into a pre-formatted template. We may edit articles for length, style or content.
- Items will appear in the newsletter for two weeks only. Please indicate the two consecutive weeks you would like your item published. Remember that items will not appear until the following Monday and therefore not placed in parish bulletins until the second weekend after the submission. Plan ahead.
- A contact name and phone or email must be included. Please mention any costs or pre-registration/purchase requirements.
- Use the following who/what/when/where/how guideline for submitting items. Do not *only* submit a poster or flyer (though they may be attached; we can include links to posters or flyers in the body of the item.)

*Example:*

Annual St. Patrick Dinner Dance  
March 17, 2016, 5:00 Mass, 7:00 pm Dinner  
St. Patrick Parish Hall, 123 Shamrock Street, Pacifica  
Jane Doe Contact, 510-799-4406  
[www.stpatrickdinnerdance.org](http://www.stpatrickdinnerdance.org)

Share the luck of the Irish at the St. Patrick's Annual Dinner Dance on March 17. The celebration begins at the 5:00 pm Mass, followed by a no-host cocktail hour. Traditional Irish food will be served at 7:00 pm. Enjoy the sights and sounds of Irish bagpipers, dancing and song. Tickets are \$35 per person. For more information, call Jane Doe Contact at the number above.

Thank you.