

OLMC Bulletin Submission Guidelines

October 2017

Deadline: Noon, Monday before bulletin prints (e.x. submit 3/6 for the 3/12 bulletin)

If it is not in the olmcbulletin@olmc1.org inbox by this time (unless coordinated prior), it will go in the next bulletin. If there's space still available, you will be contacted.

Submissions run for a maximum of three weekends. You must resubmit after this time.

(A different layout for resubmissions is encouraged.)

Flyer "Ads": ¼, ½, and Full Page

Approximate Dimensions

¼: 5.25in x 3.75in

½: 7.5in x 4.75in

Full Page: 9.5in x 7.5in

- Can submit design (text, pics), and we can design something for you.
- Send multiple sizes! That way, we can ensure that your flyer will get in. It will also save time by not having to create something from scratch.
- If no room for the full size, it will be changed it to text only.

Submit flyers as PDF **and** original file type, attached to email; images as PNG or JPEG.

Please avoid taking snap-shots, as the images will most likely print blurred.

Plain Text Announcements & Information

- Can submit as long as you want; however, they will be edited down as room is available.

Have When Submitting (both flyers & plain text)

- Clear title
- About event: who, what, when, where. Can be brief overview (less is more!)
For flyers, avoid complete sentences as much as possible (*unless describing event, basically*)
- Number of weeks/what weekends in bulletin
- Plain Text: Photo and/or logo related to the event (optional)
- Contact information if people have questions