

**Guidelines regarding the requested format for any announcements
submitted for publication in the *Weekly News Bulletin*
September 2018**

- **Prepare** an announcement (not just in point form);
- Include a **title**;
- Use **regular sentence case**. **DO NOT** capitalize the entire title or announcement
- **Style:** Arial
Size: 10;
- Include an **attachment** if there is one (for example: a poster either in Word Document or PDF format; a photo in Jpeg format);
- Announcements for the WNB may be submitted at any time to the Communications office. However, announcements **must be submitted no later than Monday 4 PM for publication the next day.**
- Due to the large volume of announcements submitted, if you wish to have your announcement published in both bulletins, translation services (for example, English to French or vice versa) are the responsibility of the person submitting an announcement.

Example of the format for an announcement you wish to have published

-**the title**, followed by the date of the event

-**the text**: announce the event first, then the date, time, location, address. THEN include other details.

Rite of Christian Initiation for Adults (RCIA): RCIA Workshop... Conversations & Discovery – Saturday, June 23, 2018

The Archdioceses of Saint Boniface & Winnipeg are collaborating to host an *RCIA Workshop ... Conversations & Discovery* on Saturday, June 23rd, 9 AM – 5 PM, Our Lady of Perpetual Help Parish, 4588 Roblin Boul., Winnipeg. Dave and Sandy Marshall, Western Conference for the Catechumenate Executives will lead the workshop. During the workshop, participants will acquire the skills to build an evangelizing parish that involves the entire community and learn to recruit and build a thriving RCIA team that is focused on disciple formation as our response to our own calling of missionary discipleship. For more details, [view poster](#). To register, [click here](#).

Mary, Mother of the Church Parish: The Catholic Devotion to Praying the Holy Rosary – Wednesday, April 25, 2018

All are welcome to a talk by Fr. Gerry Sembrano: *The Holy Rosary: What is it? Why is it powerful? Is it Biblical?* Wednesday, April 25, 7 PM, Mary, Mother of the Church Parish, 85 Kirkbridge Drive, Winnipeg. Free admission. Fellowship and coffee to follow. Learn the truth about this Catholic devotion. At Fatima, our Lady warned the world about the spread of the errors of Godlessness that will spread around the world. She revealed the remedy and weapon against this which is the Holy Rosary. [View poster](#).

**Due to the large volume of requests to publish announcements in the Weekly News Bulletin, an announcement will be published at most 3 times.*

Thank you for your precious collaboration,
Gabrielle Marion

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