

## Family of Four Parishes Website/Social Media Posting Policy

Old St. Mary, Our Lady of Divine Providence, SS Peter & Paul, Three Holy Women

Please submit your request **2 weeks prior** to the date you would like the information **published**. Submissions should be sent to Theresa Griesel at [grieselt@archmil.org](mailto:grieselt@archmil.org).

Please follow these guidelines:

- If you are submitting a Calendar Request Form to the parish secretaries and you'd like your event to be added to the website calendars, please copy Theresa when you email the form.
- Submit announcements in the form of a Word document attached to your email (it enables proper format when cutting and pasting text).
- Every article must have contact information (name, email address and/or phone number).
- You are responsible for writing the announcements/event information. The parish office reserves the right to edit them.
- Images may be used occasionally, but are subject to approval and editing. Images must not be copyrighted or you must have written permission to use them. You are not required to submit an image. Often the parish office already has an appropriate image on file for the event or one can be created. We cannot guarantee an image will be used in every case. If you have questions about images contact Theresa Griesel at [grieselt@archmil.org](mailto:grieselt@archmil.org).
- Space and time spent on websites/social media is limited and subject to approval. Priority is given first to parish activities, Family of Four parish activities, Archdiocese of Milwaukee. Political or personal ads are not accepted. We cannot guarantee your request will be posted. The parish office reserves the right to reject a request.