



DIOCESE OF GRAND RAPIDS

Submission Guidelines - *FAITH Grand Rapids* magazine

Submissions for the "Your Community" section:

- What goes here:
 - "Blurbs" about upcoming events that would be of interest to all in the diocese (for example, the annual Catechetical Conference, Blessing of Musicians or KEPHA men's retreat).
 - Photos from past events with detailed captions (for example, photos of Bishop Walkowiak visiting a parish to install a new pastor, or photos from CCWM's "Soup's On for All!")
- Word count: 75 to 90 for blurbs. 25 to 50 for captions.
- What we need for the blurbs: The five "W's": Who, what, when, where and why. You are welcome to send us a bulletin announcement or flier; we can work with that!
- What we need for the captions: Photo credit. Where possible, identify the people in the photo, especially for close-up shots. People love seeing their friends and family in the magazine! Also provide the photographer's name so we can credit him/her for their work.
- When submitting photos, always send us the largest file size available, preferably in PNG or JPG format. If you have issues emailing a photo, please contact JoAnn Fox at jfox@GRdiocese.org or 616-514-6067 and we'll find a way to ensure it is received.

Submissions for the "Things to Do" section:

- For each issue, send us that month's events plus a few from early the following month. For example, for the April issue, let us know what's going on in April AND the first week of May.
- The format goes like this: day, date(s), time, title of program or event, brief description, cost and contact/registration information.
- We have an "Around the Diocese" section for parish events that might be of interest to others in the diocese:
- Word count: 50 to 75
- Example: Saturday, Sept. 23, 9-11:45 a.m., The Triumph and Power of Suffering Love, Our Lady of Consolation Catholic Church, 4865 11 Mile Road NE, Rockford. Join speaker Matthew Leonard and the St. Paul Center at Our Lady of Consolation Church for



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two presentations. Tickets are \$5 per person. For more information or to register, visit: stpaulcenter.com/events/OLC.

- Due to the sheer number of fundraisers which are held by parishes, schools and other entities throughout the diocese annually, we aren't, unfortunately, able to accommodate promotion of fundraisers in the magazine.

Submissions for the "Save the Date" section:

- We have space to promote two to three events that may be a month or two away. We reserve this space for events that have a clear diocesan-wide interest (no to craft sales and euchre nights; yes to a major speaker, conference or concert).
- It's never too early to submit these. We just need the bare bones: Date, time, location, event title and brief description, how to register and a deadline for registration. Cost if you have it.

Submissions for cover and feature stories:

We welcome these. What better way to share our faith than through personal faith stories! We encourage you to contact us with ideas for features and story subjects. Send us basic details such as the subject's name, the parish they belong to, and information about why you think this individual's story is compelling. Please keep in mind that story subjects must be registered members, in good standing, of a parish in our diocese. Send the information to or contact JoAnn Fox, managing editor, at jfox@GRdiocese.org or 616-514-6067, or Annalise Laumeier, editor-in-chief, at alaumeier@GRdiocese.org or 616-551-5629.

A few things to keep in mind:

- If your idea is time-sensitive (for example, you have an RCIA candidate in mind), please contact us four to five months in advance. But don't hesitate to reach out to us on shorter notice – we can always hold an idea for the following year or find a different way to approach it.
- We may not follow up on your suggestion immediately, but we have a running list of feature ideas and discuss them twice monthly at our planning meetings.
- While we are open to suggestions that feature a topic or theme, **at *FAITH Grand Rapids* our approach is through personal stories.** For example, rather than writing about an event or a parish ministry, we would focus on a person either involved in that ministry or



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one who has benefited from it. Rather than writing about “Ways to prepare for Advent,” we’d focus on 10 ways a specific family observes Advent.

- From time to time, we will identify a specific theme or topic, and ask for your help identifying Catholics in your parish who exemplify that theme. Thanks in advance for your help!

Regular email reminders with content deadline dates are sent out ahead of each issue of the magazine. If you’d like to receive those emails, please contact Managing Editor JoAnn Fox, jfox@GRdiocese.org to request that your email address be added to the recipient list.