



# Memo

**Date:** July 6, 2015  
**To:** All  
**From:** Tatiana Villa, Media and Communications Specialist  
**Re:** Instructions for Submitting to the Pastoral Communiqué

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Please use the following guidelines and templates for submitting documents to the Archdiocesan Pastoral Communiqué:

Email your enclosures to: [archdiocesanpastoralcommuniqué@archatl.com](mailto:archdiocesanpastoralcommuniqué@archatl.com).

- Documents must be approved by the Department Head prior to submission.
- The deadline for submission is 11:00am on Thursdays, at which time the Office of Communications will review the documents. You will be contacted if there is anything else needed to publish your request.

## Memo Template and Instructions

As a reminder, the memo template can be found on the “S” Drive under the Chancery Letterhead folder and a **Memo Sample** can be found [here](#).

Please use this template and remember to:

- Use Bookman Old Style font.
- Send memo as a Word document.
- Send any additional documents that will accompany the memo, such as a flyer or brochure, separate as a PDF.

Note: Parishes and/or other organizations should use their own template. See sample [here](#).

## **Announcement Instructions**

Your announcement should always list all the following:

- Who is the announcement for?
- The date of the parish bulletin you want the announcement printed in (if applicable)
- Date and time of the event
- Address of where the event will take place
- Who to contact for more information
- The name of the Archdiocesan department sending the announcement

Announcements may not be approved without this information. [Click Here for an Example Announcement](#)

If you have any questions, please feel free to contact Tatiana Villa at (404) 920-7349 or [tvilla@archatl.com](mailto:tvilla@archatl.com).

Thank you.