



Memo

Date: March 17, 2017
To: All Communiqué Recipients
From: Samantha Smith, Media and Communications Specialist, Office of Communications
Re: Instructions for Submitting to the Pastoral Communiqué

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

- Email your enclosures to: archdiocesanpastoralcommuniqué@archatl.com.
- Documents must be approved by the Department Head prior to submission.
- **The deadline for submission is 11:00 a.m. on Thursdays**, at which time the Office of Communications will review documents. You will be contacted if there is anything else needed to publish your request.
- **All position vacancies submissions for the Communiqué should be sent to Human Resources via the [Post a Job Opening](#) web page.**

MEMO TEMPLATE AND INSTRUCTIONS

For Chancery employees, the memo template can be found on the “S” Drive in the Chancery Letterhead folder. A **memo sample** can be found [here](#).

Please use this template and remember to:

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

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

ANNOUNCEMENT INSTRUCTIONS

Announcements should always list all the following:

- Who is the announcement for?
- The date of the parish bulletin you want the announcement printed in
- 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. Please review [example announcement 1](#) or [example announcement 2](#).

If you have any questions, please feel free to email ssmith@archatl.com or call 404-920-7346.

Thank you.