



DIOCESE OF SAN JOSE

Tell Us Your Good News! Promote Your Parish, School, or Catholic Organization Event *Updated May 2025*

The Diocese of San José loves to spotlight the vibrant life of our parishes, schools, and approved Catholic ministries or organizations. Approved announcements appear on the **Diocesan Public Calendar** at dsj.org and may also be featured in the weekly **Monday eBulletin** that reaches clergy and staff across the diocese for their consideration to be used in their parish bulletin or school newsletter. Use the guidelines below to help us share your event or resources widely and well.

1 How to Submit

Step	What to Do
1. Complete the Form	Fill out the Make an Announcement form at dsj.org/make-an-announcement . <i>This is the only entry point for external submissions.</i>
2. Attach Images	Upload your main image (see specs below). You may add up to three supporting images.
3. Watch for Confirmation	You'll receive an automatic email when your item is received, typically within two business days.

2 Deadlines & Lead Time

Item Type	Minimum Lead Time	Submission Cutoff
Events (speakers, retreats, fundraisers, workshops, etc.)	4 weeks before the event date	Friday 12 p.m. (noon) for inclusion in the next Monday eBulletin
Non-event items (resources, announcements)	—	Friday 12 p.m. (noon)

3 Image & Copy Requirements

Field	Requirement
Primary Image	4:5 aspect ratio, 1280 × 960 px minimum (1920 px max width), JPG/PNG, ≤ 10 MB. If no image is supplied, we'll insert a DSJ placeholder.



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Description	Maximum 500 characters (plain text; avoid all caps). Please submit English and Spanish whenever possible.
Target Audience	Choose one or more: Children (< 12), Youth (12-17), Young Adults (18-35), Family, Married Couples, Men, Women, Seniors. BUT NOT ALL. If the event is not targeting any particular lifestyle or gender, then just leave blank.
Event Type	Choose one or more: Episcopal or Special Mass, Retreat, Speaker, Workshop, Pilgrimage, Training, Fair/Fundraiser, Social, Faith Formation, Prayer, Listening Session / Town Hall.
Additional Images	Up to 3 files (JPG or PNG), total ≤ 10 MB.
Alt Text	Recommended one-sentence description of the images (English and, when possible, Spanish) for accessibility.

***Photo Permissions:** If minors appear in your images, you are responsible for securing the appropriate permissions per diocesan Safe Environment policies.*

4 Content Guidelines

- The event or resource must be **sponsored by local parishes, schools, or approved Catholic ministries or organizations, or located within the Diocese of San José.**
- No partisan political activity or commercial advertising.
- The Communications Office reserves final editorial discretion.

5 What Happens After Submission?

- **Diocesan Web Calendar:** Your event posts online within two business days of approval and remain visible until the event date passes.
- **Monday eBulletin:** Items accepted before the Friday noon deadline appear in the next issue (Mondays, 3 p.m.; Tuesdays, 10 a.m. on chancery holidays).

6 Need Help?

Email communications@dsj.org.