



ST. THOMAS AQUINAS
CATHOLIC CHURCH

MEDIA KIT 2025



FILES SUBMISSION

MEDIA KIT 2025

The following specifications and guidelines are for all materials of marketing, promotion, advertising and communication of our Parish events and services. The purpose is to help you understand how to prepare a correct file to be submitted for our bulletin, social media and website.

What type of files can I send for the Bulletin?

We recommend that you send high resolution PDF and JPG files. These files are easier to handle and will likely speed up our process to finish the bulletin. You may also send the file in any of the following formats:

- PSD, TIF, AI, and EPS files with outlined fonts,
Remember to flatten your files if needed before uploading.
- **All text only requests need to be submitted in Publisher or Word Doc.**

What color mode should my files be?

If you send an RGB file to print, there is a chance that a color shift may occur, we recommend to use CMYK for images to be printed in the bulletin and RGB for media posts and website content.

What resolution should my file be?

All images need to be high Resolution at 300DPI.

Low resolution files may be printed as is or will be placed on hold until we receive new files.

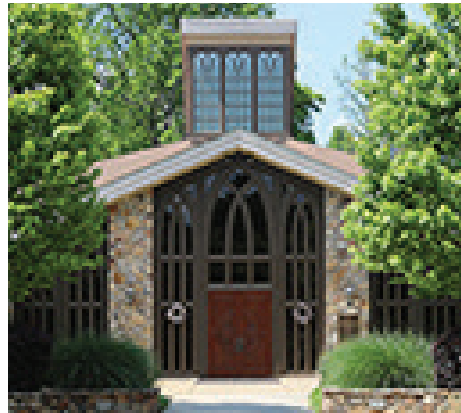


IMAGE AT 72 DPI Low Resolution



IMAGES AT 300 DPI High Resolution

What type of files can I send for social media and website?

We recommend to send files as JPG and PNG

You may also send the file in any of the following formats:

- PSD, TIF, AI, and EPS files with outlined fonts,
Remember to flatten your files if needed before uploading.
- **All text only requests need to be submitted in Publisher or Word Doc.**

Can I use images downloaded from the internet?

Although some images are free it is preferable not to use images from the internet due to the low quality and other legal terms for their use.

How to transfer my files?

1. Use this form online: <https://sta.org/bulletin-submission-form/>
2. Via Email: bulletin@sta.org

ALL FILES AND CONTENT MUST BE SENT 12 DAYS BEFORE ANY SUNDAY'S EDITION.

Holiday deadlines vary, please check bulletin for more information.

If you desire our department to design your content just send your text and images through our email or online form.



STA BULLETIN AND WEBSITE
COLOR PALETTE AND FONTS
We suggest to include some of the color
palette and fonts in any design or layout.
You can also use any
Sans Serif type Fonts
with recommended size 10, 11 or 12 pts.

Font types:

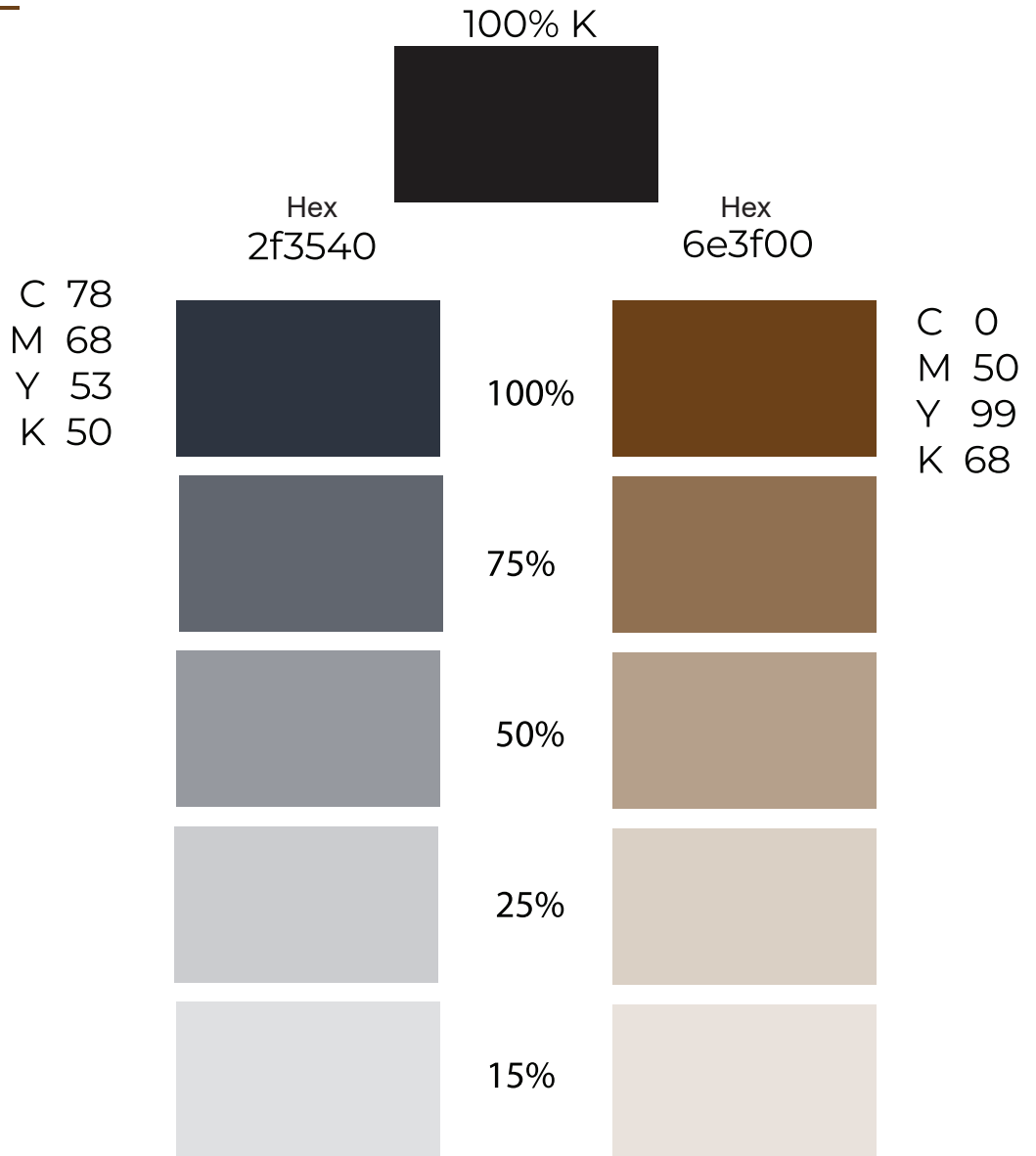
SANS SERIF FONT



Please do not use
SERIF FONT

COLOR PALETTE

MEDIA KIT 2025



STA Bulletin, Social Media and Website fonts used.

1. MONTSERRAT Family
(suggested for Headings)
2. QUICKSAND Family
(suggested for Menus and Paragraphs)



SPACE SIZE for any content submitted to be printed in the bulletin.

If space is not available, content would be recreated to fit any other available space.

BULLETIN ADS SPACES

MEDIA KIT 2025

3.75 in x 9.35 in
1/2 Page Column

7.75 in x 4.6 in
1/2 Page Landscape

3.75 in x 4.6 in
1/4 Page

3.75 in x 2.175 in
1/8 Page

7.75 in x 9.35 in
Full Page



PARISH IMAGE

MEDIA KIT 2025

STA has symbolism that represents the logotype and institutional image of our parish. This consists of a symbol and the name of the Parish in a specific font. This logotype can be used in any project to maintain a consistent and unique representation of our community. Therefore, we encourage you to integrate these symbols in all content you submit for publication whenever possible.

The STA logotype can be used in full color or one color only as shown below.

If you require the use of one of these logos, we can make it available for you.



FULL COLOR



BLACK



GRAY
9b9289



WHITE

For more information you can contact
the Communication department
at Email: rrodriguez@sta.org



St. Thomas Aquinas Catholic Church
770 475 4501 ext. 112



 ST. THOMAS AQUINAS
CATHOLIC CHURCH

WELCOMING EVERYONE TO PROCLAIM AND LIVE
THE JOY OF THE GOSPEL
