

Communications & Promotions Request

Please be sure to fill this form out in its entirety. Requests must be submitted 2-3 weeks in advance before communication/promotion is to begin. Upon receipt of this form by the office staff, content will be reviewed for message conciseness and clarity and message location availability will be reviewed. *Please allow a minimum of 24-48 hours for decision.* You will be notified via email. **Please email completed form along with a word document of what you wish to be communicated.** Be sure to include images in **JPG** format and flyers in **PDF** format. Send email to: relliott@staloyshiushickory.org

***Required**

Name of Commission: _____

Name of requestor: _____ Staff Liaison:*

Requestors Email: * _____ Staff Liaison's Email: * _____

Requestors Phone #: * _____ Staff Liaison's Phone #: * _____

Event Name: * _____

Event Date: * _____ Event Time(s): * _____

Please make sure this is noted in your message and images.

Parish Only Event

Public Event

How long do you wish to have this promoted (Max of 30 days):* _____

Promotion start date:* _____

Promotion end date: * _____

Where would you like your message to be shared: (check all that apply)

Lector Announcement

Bulletin Announcement

Bulletin boards located on campus (total of 6)

Marquee sign out front (limited availability)

MyParish App

Social Media Outlets (i.e. Facebook, Twitter, Instagram)

Brochures, flyers & other printed material available on racks throughout the church

Email Blast

Internal Use

Received on: _____ Staff Signature: _____

Submitted for additional approval by pastor: Y / N

Fr. Larry LoMonaco, Pastor

Today's Date