



Divine Mercy Event and Promotion Form

For any and all events the following form needs to be filled out before final approval can be given. Please return it to Robin Lake in the Parish Office. You will be informed when your event has been approved. Thank you for cooperation.

Contact Person Name and Number: _____

Title and Description of Event: _____

Which Ministry is Involved (If Applicable) _____

Date and Time of Event: _____

How Often: Weekly Monthly Bi-Weekly

Location of Event: Divine Mercy Off Site/Other: _____

Do you need to reserve a location on the church premises? Check all that apply: Church Dome

Social Hall/Kitchen Chapel Pavilion Courtyard Field Ministry Building
(Formerly Academy)

Will tickets be sold for this Event? _____ If yes, how much will each ticket cost? _____

Will you need: Bulletin Promotion Slide Promotion Announcement made at Mass

If you will be using promotional resources once your event is approved, please see the "Promotion Information" sheet on how to proceed.

Attached Diagram (if applicable) for maintenance if needed to use tables and chairs for event.

Tables: Round High Cocktail Rectangle Chairs

Any other special instructions: _____

Please be aware that last minute requests may not be approved due to lack of availability.

For Office Use Only: Date Approved: _____ Y or N

Operations Manager _____

Faith Formation _____

Volunteer Coordinator/Calendar _____

Maintenance _____

Communications _____

Office Manager _____

Music and Liturgy _____

Pastor _____

Staff Notes to Ministry Lead: _____

Promotion Information

Bulletin: If you would like something printed in the bulletin for your ministry/event, email Caitlin Buckles at cbuckles@divinemerchchurch.org with the following information.

- Description of event
- Date and time of event
- Location of event
- Name of contact person
- Phone/email of contact person

If tickets are being sold:

- Where are the tickets available for purchase?
- How much do the tickets cost?

*Purchase needs to be a \$20.00 minimum for the credit card machine to be used.

This information should be written and formatted as you would like it to appear in the bulletin. All submissions are subject to change. Information must be submitted no later than 10 days prior to the weekend you would like your announcement to appear in the bulletin.

Include in the email which weekend(s) you would like your submission to appear in the bulletin.

Submissions run for a maximum of two weeks unless otherwise approved.

*During the times of Easter, Christmas, and Thanksgiving, you must submit this information at least three weeks prior to the weekend you would like your announcement to appear in the bulletin. Due to this busy time, whether submissions will be included depends on availability of space in the bulletin. The same constraints pertain to any of the following:

Website: If you would like something put onto the website email Caitlin Buckles at cbuckles@divinemerchchurch.org with the information listed above.

Slides at Mass: If you would like something advertised on the slides shown prior to the weekend Masses (2 weeks maximum) email Caitlin Buckles at cbuckles@divinemerchchurch.org with the information listed above at least a week in advance.

Social Media: If you would like something announced on social media please send the information above to Caitlin Buckles at cbuckles@divinemerchchurch.org

Announcements at Mass: If you would like information announced at the weekend Masses, email Carol Ponder at carol@divinemerchchurch.org with the information listed above at least a week in advance.