



Parish or School Event Publicity Submission Form

Please email this information or complete this form and submit it to the parish or school office to initiate your event promotion. Ultimate responsibility for organizing event details and tracking deadlines remains with the committee or event chairperson.

1. General Committee & Event Information

- **Committee/Ministry Name:** _____
- **Committee Lead Contact Name:** _____
- **Phone Number:** _____ **Email:** _____
- **Official Event Title:** _____
- **Event Date(s):** _____ **Event Time(s):** _____
- **Event Location:** _____

2. Event Description & Details

Please provide the text, main details, or core message you want included in the advertisements (e.g., ticket prices, registration links, what to bring):

3. Requested Promotion Timeline

Indicate the specific dates or weekends you want your announcements to run across each channel.

- **[] Pulpit Announcements (Read at Mass)**
 - *Requested Weekend Dates:* _____
- **[] Parish Bulletin Posting**
 - *Requested Print Edition Dates:* _____
- **[] Facebook Posts - Parish**
 - *Requested Launch Window/Dates:* _____
- **[] Facebook Posts - School**

- *Requested Launch Window/Dates:* _____
- [] **School: Divine Dispatch or Monday Folder**
 - *Requested Launch Window/Dates:* _____
- [] **Publish on Parish / School Website**
 - *Requested Window of Dates:* _____
- [] **Other:**

4. Policy Acknowledgement

- **Branding Reminder:** The official parish or school logo must appear on all artwork, posters, ads, and digital assets. The parish or school office will add this to your materials during the proofing phase.
- **Approval Process:** The parish or school office will design and return a layout proof to the committee lead. No materials may be printed or shared until the lead signs off on the final design.

Committee Lead Signature: _____ **Date:** _____

Office Use Only

- **Date Form Received:** _____ **Assigned Staff Member:** _____
- **Proof Sent to Committee:** _____ **Proof Approved by Lead:** _____