



St. Mary's Catholic Church ANNOUNCEMENT SUBMISSION FORM

(Effective September 20, 2021)

Complete this form, attach any documentation and deposit in the Communication Committee mailbox in the church office. You may also email the information to communications@stmarysjc.org. We accept **Word, Publisher, PowerPoint** documents, and **JPEG, PNG, or PDF** files. Videos must be made in **MP4** or **WMV** format. If submitting a flyer, also include the information in paragraph format in case we are not able to publish the flyer in the bulletin.

Submission Guidelines:

1. Parish ministry announcements must have the approval of the ministry head.
2. Submit the announcement before the requested publication deadline or it could be published later. *(Check the bulletin or our parish website for publication deadlines.)*
3. If this is for a future event, make sure the following information is included: name of the event, date & time, location, and contact person details. You must also complete the *Request for Use of Church Space and Equipment* form and, if applicable, the *Fundraiser Event Form*.
4. If submitting photos of past events, make sure the following information is provided: name of the event, date & time, and location. Also ensure that all people in the picture have given their consent for publication.
5. Clearly print the announcement as you wish to be published. If possible, keep the information to a minimum. We may edit/shorten the announcement due to space limitations.
6. Include which parish media to use - e.g., bulletin, *The Sentinel*, Facebook, etc. *(Check our parish website for a list and description of all methods available.)* _____

Ministry: _____

Submitted by: _____

Telephone or E-mail Address: _____

Dates to be Published: *(usually runs for 1-2 weeks, unless otherwise specified)* _____

Announcement as you would like it published: *(may be sent as an e-mail attachment)*

FOR OFFICE USE Received by: _____	Date and Time Submitted: _____
<i>Place handwritten forms in the Communications Committee mailbox.</i>	