

## St. Ann Catholic Church Communications Request

*Note: To receive the best possible promotion of an event, all requests must be submitted 14 days prior to the 1<sup>st</sup> desired publication of the event.*

### BACKGROUND INFORMATION:

Name of Group Sponsoring Event:

Name of Event:

Date(s) and Time(s) of Event (List all dates including breaks in the schedule):

Place of Event (e.g. Conference Room):

Details of Event (be specific...add any special information here):

Graphics: Please attach any graphics or links to graphics that you would like to include with your announcement.

Contact Person:

Contact Person Phone Number:

Contact Person Email:

When would you like to first see your event published?

Other Comments:

### SUBMISSION:

Submit this completed form to [michelleg@stannaugusta.org](mailto:michelleg@stannaugusta.org) or leave it in the parish office for Michelle Guthrie.

### OFFICE USE ONLY:

Methods of Communication:

Bulletin Insert

Bulletin

Announcements

Facebook

Website

Radio

Diocese

My Parish App

Notes: