ADVERTISING REQUEST FORM

To ensure a successful advertising campaign Plan ahead! Read the Submission Guidelines carefully! Deadline: Requests for all advertising must be submitted at least six weeks prior to your event.

**Fill out and complete** all of the information on both pages of this form. Check the appropriate boxes to be used in the promotion of your event.

1. Today’s date:
2. Your Name:
3. Phone number:
4. E-mail address:
5. Name of the Event:
6. Date of Event:
7. Time of Event:
8. Date to begin advertising (no later that 2 weeks prior)

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Due to the high volume of advertising requests we are receiving, all ads are limited to a three-week runtime on our platforms.

Check all media platforms where you would like your ad/announcements to run:

| __ Bulletin | __ E-mail to Ministry Leaders |
| __ HEADLINES on the website | __ E-mail Blast to Parishioners in data base |
| __ Social Media (Facebook, Twitter, Google) | A room reservation, including the use of tables in the narthex, must be requested from Joann Aguilar, jaguilar@shconroe.org, 936.521.3757 before advertising can begin. **Check this option only if you have confirmed reservation.** |
| __ Overhead Screens before Mass |

* Pulpit Announcements by the presider are no longer available as an advertising option.
1. **TEXT** include all details in both English and Spanish (if required) in the areas below. Ads will be built to fit available space and format in the bulletin and overhead screens. If you submit a composite ad, realize it may not appear in the same format you sublimed due to space allocations.

2. **Bulletin**: Add 50 words of text or less. PLEASE WRITE LEGIBLY.

3. **Website, social media, E-mail**

4. **Images/photos**: Attach high resolution (300 dpi) digital image, logo and photo you would like included in your advertising.

   E-mail to nparsons@shconroe.org along with this completed form. Images are subject to change on overhead screens if high resolution images are not provided.

5. **Review** and proofread all text, dates, contact information etc. checking for any misspellings or typos.

6. **Additional comments or instructions**: 

9. **Submissions**: E-mail the completed form along with any corresponding logos, photos, graphics to shpublicity@shconroe.org, or turn in to the office marked “ATTN: COMMUNICATIONS.” Publicity requests including all advertising content must be received at least six weeks prior to your event!

   **Note**: Advertising content may be edited to fit allotted space. **We reserve the right to edit or cancel all publicity campaigns without notice.**

10. **Feedback**: During your event please take photos and submit them to shpublicity@shconroe.org with a short paragraph telling the parish about the success of your gathering and especially how it helped all to be better or more active and intentional disciples in ministry.

   Help us continue to improve our Communication at SHC. E-mail all constructive ideas or suggestions to shpublicity@shconroe.org.

   Thank you for your help and cooperation.