ADVERTISING REQUEST FORM

To ensure a successful advertising campaign Plan ahead!

Deadline: Requests for all advertising must be submitted at least **two 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. Event Location:

9. Check all media you would like to use from the options below:

|__ Bulletin |
|__ Website |
|__ Social Media (Facebook, Twitter) |
|__ Overhead Screens before Mass |
|__ Pulpit Announcements* |
|__ Outdoor Digital Display |
|__ E-mail to Parish Leaders |
|__ E-mail Blast to Parishioners in database |
|__ Flyers stuffed/inserted in bulletin** |
* Note: all PULPIT ANNOUNCEMENTS are subject to approval by the pastor and are given by the priest or deacon. Periodically the pastor will approve parishioners to give their own pulpit announcement or testimonial.

** APPROVED FLYERS - The Department or ministry is responsible for providing the inserts and ensuring there are volunteers available for stuffing into the bulletin.

10. TEXT include all text in both English and Spanish (if required) in the areas below.

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

** Website, social media, E-mail: Add 30 words of text.

** Digital Signs: Add 15 words or less

11. Digital Images/photos If you wish to include a digital image, logo or photo, please list here and email to nparsons@shconroe.org along with this completed form.

** Images to include:

12. Review and proofread all text, dates, contact information etc. checking for any misspellings or typos.
13. Additional comments or instructions:


14. **Submit**: E-mail the completed form along with any corresponding logos, photos, graphics to nparsons@shconroe.org, or turn in to the office marked “ATTN: NANCY PARSONS COMMUNICATIONS” 
Publicity requests for **all advertising media** must be received at least **two weeks prior** to your event! 
**Note**: Advertising content may be edited.

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