

St. Bartholomew the Apostle Catholic Church Communication Form

Email to: pam@st-bart.org

Group/Ministry contact person: _____

Contact person's email & phone #: _____

Date of event: _____

Title of event: _____

Please highlight all that apply

1. Bulletin Ad

- Send the script via email or a word document - Please send *exactly what you would like said*
 - Attach a Jpeg image of any pictures you wish to be in the ad
- Bulletin items must be submitted **at least** 10 days in advance. Late submissions will not be able to be considered.
 - Early Bulletin deadlines include (but are not limited to)
 - July, November, December, January and Holy Week/Easter
- Bulletin ads are always subject to availability
- All Bulletin ads are at the discretion of the Communications Director

Desired dates to have information in bulletin: _____

2. Mass Announcement

- Form must be submitted at least 2 weeks before desired date of announcement
- Each event may only have one weekend announcement
- Announcements are always subject to availability
- All announcements are at the discretion of the Communications Director (Pam Felcman)

Date Received: _____

Desired Date of Announcement: _____

Masses you would like it announced at (circle all that apply): Saturday: 5, 7 Sunday: 7, 9, 11, 1, 3, 5

Announcement:

sdfdsd

3. Pulpit Talk

- Form must be submitted at least 2 weeks before desired date of pulpit talk
- Pulpit talks are always subject to availability
- All pulpit talks are at the discretion of the Director of Liturgy (Dcn. Fred Dinges)
- Pulpit Talks will be done 2 Minutes BEFORE Mass and can be no longer than 1 minute long.

Desired Date of Pulpit Talk: _____

Masses you would like to speak at (circle all that apply): Saturday: 5, 7 Sunday: 7, 9, 11, 1, 3, 5

Date Received: _____

4. Table Request in the Narthex

- Form must be submitted at least 2 weeks before desired date
- Availability is limited
- Table Requests are always at the discretion of Communication director
- The second weekend of the month is always New Parishioner Registration.
- There is one table available inside and one outside

Desired Date: _____

Masses you would like to have a table (circle all that apply): Saturday: 5, 7 Sunday: 7, 9, 11, 1, 3, 5

5. Audio Visual equipment

Room Location:

Check what is needed:

- Microphone
- Projector
- Screen