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)
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:

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

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

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
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_________________________________________________________________________________________________
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