



St. Michael the Archangel Roman Catholic Church Communications Toolkit

Fill out this form to publicize your ministry's upcoming event to the St. Michael the Archangel parish community via

- After-mass announcement
- Website news
- Bulletin announcement
- Website ministry page update
- Bulletin flyer insert
- Email blast
- Social Media (Twitter, Facebook)

This toolkit must be submitted at least **TWO WEEKS** before initial announcements will be made. Submissions that do not allow two weeks for review and editing may not be included in parish communications in a timely manner. Please send any questions and submission to smacc.communications@gmail.com.

CONTACT INFORMATION

Contact Person: _____ Ministry: _____

Email: _____ Phone: _____

EVENT INFORMATION

Event Name: _____ Ministry(ies) Hosting: _____

Event Date(s): _____ Event Time (start): _____ Event Time (end): _____

Event Location (building and room): _____

Please provide full address if meeting is not at St. Michael's premises.

Desired date to begin communicating event to parishioners: _____

This event has been pre-approved with Msgr. Tolentino: Yes No

This event was submitted in June and is already on the Parish Calendar: Yes No

If no, why was this event not previously submitted?

Please provide as much information about your event as possible:

COMMUNICATION OUTLETS

- After-mass Announcement *After-mass announcements will be no longer than 2 sentences.*
- Bulletin Announcement *Bulletin announcements will be subject to the space available.*
- Bulletin Flyer Insert *Bulletin flyer inserts are allowed once two weeks before the event.*
- Website News *Website news will be able to accommodate all the information for the event.*
- Website Ministry Page Update *Please allow 1-2 weeks for a ministry page update to be updated.*
- Email Blast *Email blasts will incorporate most information for the event.*
- Twitter Post *Tweets are limited to 280 characters.*
- Facebook Post *Facebook posts will incorporate most information for the event.*
- Facebook Event *Please allow 1-2 weeks for a Facebook Event to be created. This link will be shared via Website News and Email Blasts.*

OPTIONAL REQUESTS

- I'd like to include a picture with this request *Please attach picture to email submission.*
- I'd like to include a flyer with this request *Please attach flyer to email submission.*
- I'm requesting assistance to create a flyer *This additional service is only available for large, parish-wide events and at the availability of Communications Members. To be considered, this Toolkit must be submitted ONE MONTH prior to the desired date of initial marketing communications to the parish. No exceptions. The Communications Committee will confirm if your request for flyer assistance is approved. Please provide as much details as you can for the design of the flyer below.*

SPECIAL REQUESTS OR INSTRUCTIONS

Please submit this form to smacc.communications@gmail.com.

For Internal Use Only

Proofread by: _____

Submitted to Msgr. Tolentino on _____

Msgr. Approval: _____