



## Our Lady of Grace Catholic Church

### EVENT PROMOTION PLANNING SHEET

Our Lady of Grace has many opportunities for you to get the word out about your event or ministry. Please consult the following to best organize and effectively promote your event!

For every event at Our Lady of Grace, please submit the following information to [events@ologn.org](mailto:events@ologn.org) or the parish office. Also, you may fill out an online version at [ologn.org/forms](http://ologn.org/forms).

#### Event Details

- Name of event: \_\_\_\_\_
- Date of event: \_\_\_\_\_
- Time: \_\_\_\_\_
- Location: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Contact Email: \_\_\_\_\_
- Contact Phone: (\_\_\_\_) \_\_\_\_\_
- At least one relevant .jpeg or .png image or logo

Short Event Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The sooner you do this, the easier it is for us to promote your event!

#### How would you like to promote your event?

Please select all that apply. Keep in mind that you may need to write/create an announcement appropriate for each medium.

- OLOGN.org Website
- Bulletin Full or Half Page Insert
- Bulletin Article
- Our Lady of Grace Facebook
- Our Lady of Grace Twitter
- Parish Email Newsletter
- School Email Newsletter
- Gathering Space Monitor
- The Catholic Moment Preview of event (before)
- The Catholic Moment Report on event (after)
- Share with nearby Catholic churches

#### Are you interested in being the Ministry of the Month?

By being the Ministry of the Month, your group or event gets to use the MoM bulletin board for the month, have speakers before Masses during the first weekend of the month, and other perks. Ministry of the Month is often scheduled months in advance and may not be an option at the time desired. Please contact [events@ologn.org](mailto:events@ologn.org) for more information and for available months.

For all questions, contact [events@ologn.org](mailto:events@ologn.org).