

St. Benedict Announcement & Event Form

In order to have announcements distributed as widely and efficiently as possible, please use the form below and turn back into Lacey **by 8 a.m. on Wednesday** so that she can put it into all possible places to reach parishioners. We ask that everyone submitting written announcements please use this form to ensure appropriate follow through.

Event Name: _____ Date submitted: _____

Contact Person for the Event: _____

Contact number or email: _____

In 50 words or less, please describe the event. Be sure to include the time, date, where when and who is invited to this event.

There are several venues of communication. Please **check in the first column** which communication venues you would like this information to appear in. The second column is for Lacey to keep track of when and which communication venues she has used to publicize the event. This will help the office keep track of all announcements and ensure that all announcements are followed through in a timely efficient manner.

____ Weekly Bulletin Announcements	Placed in Announcements on:
____ Weekly All Parish Email	Placed in Weekly Parish Email
____ The Next 90 days at a glance	Placed in 90 days on:
____ Benedictions	Placed in Benedictions Edition on:
____ Dry Erase Calendar	Placed on Dry erase Calendar on:
____ Sign Up Sheets Needed	Placed Sign up Sheet in hallway on:

Parish Administrator completed communication and contacted parishioner to inform them of completion on the following date:

This form can be turned in via email (ask Lacey to email you the form) or in hard copy. Please feel free to keep a copy of this form for your records. If you have any questions about follow through with announcements, please contact the office or one of the Wardens. If you do not receive follow through within 48 hours of receipt, please feel free to contact the office.

A few helpful hints for writing announcements:

Be Positive and think abundantly! People tend to be excited about events that are uplifting and sound intriguing.

Think in abundance instead of scarcity—we need more people to do this is not a positive invitation. Think in terms of what we gain by doing or being a part of this event. Be excited—if you aren't excited about this event, no one else will be!

The prioritization of announcements is as follows for the weekly bulletin (in order to confine them to one page):

The upcoming month in our parish & diocese

The next two weeks in the larger faith communities of Thurston County