




**Request for Communication Committee Designing/Creating
Your Ministry's Liturgical & Social Events for Parish Wide
and/or Community Wide publication**

Courtesy Lead Time: 4 Weeks prior to event

Please return this completed form to the Parish Office OR email to Tom Clarke  (see below).
Questions? Please contact Tom Clarke at (860) 651-5507 or tom.daybreak@gmail.com

As always, the Communications Committee is available for the Design and Publication; you provide the content/message (copy) Please use a separate sheet for message you wish us to communicate. If you would like the committee to design/create, please complete the following for your event:

SPONSORING COMMITTEE NAME:

EVENT: *(Tell us if you need invitees to register/RSVP and or Pay)*

WILL IT BE (please indicate): **PARISH WIDE** **COMMUNITY WIDE**

DATE:

TIME: **LOCATION:**

COST (if applicable):

EVENT CONTACT PERSON/S (Name, phone and email):

Type of promotion is required (Circle Media Needed): Email to Parish Posters Flyers
Public Relations/Press Release Local Neighboring Parish Notifications

The following person will be contacted if there are any additional questions AND also to have this person review and approve all publicity we may create.

Submitted by (Name, phone and email):

*NOTE: If sending this via email, please RENAME file to: EVENT NAME, Committee Name and year-month.
(Example: LEAF RAKING Men's Club 2014-11).*