

Date:

St. Anthony Catholic Church Ministry Announcement Request Form

All requests must be submitted at least 3 weeks prior to the weekend you would like the announcement published. Ministry announcements will be shared through all our parish communication channels. (Please note that pulpit announcements are subject to approval and reserved for major parish-wide and diocesan communications only.)

Ministry Name _____

Contact Person _____

Phone Number _____

Email Address _____

What are you requesting? (Check all that apply)

- ☐ Bulletin Announcement
- ☐ Website Posting
- ☐ Church Slideshow
- ☐ Flocknote
- ☐ Facebook & Instagram Post
- ☐ Flyer/Graphic Created by Parish Office
- ☐ Submitting My Own Flyer/Graphic
- ☐ Planning to be in the Courtyard? If you would like your ministry's courtyard presence announced, please let us know the date(s) and specific Mass time(s) when your ministry will be in the courtyard.

- ☐ Live Pulpit Announcement Request (**Subject to Approval**)

Desired Publication Start Date: _____

Event Date (if applicable): _____

Announcement Details

Please provide the exact wording you would like used for your announcement:

Date:

Flyer / Graphic Information

If you would like the Parish Office to create a flyer or graphic, please provide details and attach any logos, photos, registration links, or QR codes.

Please provide all details for your flyer or graphic below, including:

- **Who** is hosting the event/activity?
- **What** is the event/activity?
- **When** will it take place (date and time)?
- **Where** will it take place?
- **Why** should parishioners attend?
- **How** can they participate, register, volunteer, or get more information?
- Include any **contact information**, registration links, website links, or QR code links.

Office Use Only: Date Received _____

Deadline Met? ☐ Yes ☐ No