



CATHOLIC DIOCESE  
OF  
**BROWNSVILLE**

OFFICE OF  
COMMUNICATIONS

## Event Promotion Request

<b>EVENT TITLE:</b>	
<b>EVENT CONTACT:</b> Name phone number email	
<b>NAME OF ORGANIZATION:</b> Who is organizing the event? Is this a ... ... Parish-sponsored event? ... Catholic organization/ Lay movement event? ... Community Event?	
<b>EVENT DETAILS:</b> Date Time Location	
<b>TYPE OF EVENT:</b> Retreat Conference Fundraiser	
<b>PROMOTIONAL MATERIALS</b> (flyers, graphics, etc.)	
<b>EVENT URL:</b>	
<b>APPROVALS:</b> Letter of support from parish priest.	
<b>SPEAKERS:</b> Has speaker been vetted and approved by the Diocese?	

### Additional Notes

**For Office Use: CDOB Promotion/Communications Channels**

For Questions, contact:

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