

External Event Advertising Form
Return to Mary-Anne O'Connor – Office Receptionist

Please note, that all requests to advertise events at St. Maurice Parish must be submitted at least 4 weeks before the event date.

Submissions after this date may not be accepted. Please fill out the form in completion.
Uncompleted forms with missing information will not be accepted.

This form is not a guarantee that this event will be advertised. Please wait to receive confirmation from Mary-Anne O'Connor (office@stmauriceparish.com).

Proposed Event: _____

Hosted by Ministry/Organization: _____

Event Co-ordinator: _____

Phone Number: _____ **E-mail Address:** _____

Location of Event: _____

Outline of event: _____

Date /Time

A) Actual Event Date and Time:

Date of Event: _____

Start Time: _____ End Time: _____

B) Is your event a recurring event? If so how often? When will it recur to?

Advertising Information:

A) I would like my event advertised on the:

St. Maurice Parish Website

St. Maurice Parish Bulletin

St. Maurice Parish Bulletin Boards – You must provide your own posters, but we will post them if approved.

B) Do you have an image/picture for your announcement (Which you have the rights to use)? Please send that to Mary-Anne O'Connor directly, if your event is approved.

Y N

C) If you checked off the boxes above to advertise via our website and/or bulletin, please send the following to Mary-Anne O'Connor directly: *office@stmauriceparish.com*

Parish Website Advertisement Blurb (Word Limit: 250 Words - Must be edited and ready for posting.)

Parish Bulletin Advertisement Blurb (Word Limit: 125 Words - Must be edited and ready for posting.)

Please Note:

It is the responsibility of the ministry to contact the priests to arrange for their participation in events as is required. It is suggested the priests be contacted at the initial planning stages to establish their availability and again just prior to the event to confirm their attendance. The parish office does not keep their appointment schedules so it's important to contact them individually.