



**St. Boniface**  
Roman Catholic Church

## Parish Announcement Form

Please complete and return this form to the office two weeks prior to even for approval.

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Ministry/Group: \_\_\_\_\_

Ministry/ Group Leader: \_\_\_\_\_

Cell # \_\_\_\_\_ Email: \_\_\_\_\_

\*Name of event: \_\_\_\_\_

Date and time of event: \_\_\_\_\_

Please select option(s) for announcement:

<input type="radio"/> Web	<input type="radio"/> ADOM	<input type="radio"/> Bulletin
<input type="radio"/> Twitter	<input type="radio"/> Board	<input type="radio"/> Mass Announcement <i>Please select only one.</i>
<input type="radio"/> Facebook		<input type="radio"/> By lector or
<input type="radio"/> Email		<input type="radio"/> By ministry (2min)

Announcements at Masses will be made two weeks prior to the date of retreat and for other types of events they will be announced a week prior. All other announcement will be announced two weeks prior to the event. with authorization from Pastor.

**It is suggested every Ministry/group make and distribute their own promotional material, flyers, posters, etc. To put ads on social networks please edit your ad to PDF, WORD, or JPG or JPEG image form and email to the media and bulletin editor.**

Additional comments:

**For Office use only:**

Start date of announcing at Mass \_\_\_\_\_ Finish \_\_\_\_\_

Start date of ad media and bulletin \_\_\_\_\_ Finish \_\_\_\_\_

Mass announcement editor [ymutis@saintboniface.us](mailto:ymutis@saintboniface.us) \_\_\_\_\_

Media and Bulletin editor [rfrometa@saintboniface.us](mailto:rfrometa@saintboniface.us) \_\_\_\_\_

Approved by Fr. Fernando Orejuela A.I.C \_\_\_\_\_ Date: \_\_\_\_\_

Tentative date \_\_\_\_\_ Assign by: \_\_\_\_\_ Confirm by: \_\_\_\_\_