

Major Marketing Services Request

Marketing Service Requests (excluding Bulletin or Flocknote only items) should be made **4–6 weeks prior to the start of the promotional period**. Marketing/Communications will make final determination of ALL promotional timelines based on resource availability.



Please email form to bulletin@stbrendans.net in the following format: "Marketing Services + Project Name + Date to be Launched" **Example: 'Marketing Services Trunk or Treat 10/01/2018'**

PLEASE FORMAT YOUR SUBJECT LINE IN THE SAME WAY.

Improperly formatted submissions may be missed by our electronic filters, and can result in your request being overlooked.

Attachments Included

Project/Event Name*: _____

Event Date: _____

Project/Event Overview*: _____

Sponsor Ministry: _____

Contact Name*: _____

Phone*: _____ Email*: _____

SERVICES REQUESTED:

BULLETIN: Requested start date _____

The weekly parish bulletin is given out after Mass on Saturday evenings and Sundays. **Submission deadline is Thursday at noon, 10 days before the requested publishing date** (So for the October 13–14 bulletin, the deadline would be Thursday, October 4 at noon.)

FLOCKNOTE: Requested start date _____

Flocknote is our parish email system. We send out one weekly Flocknote from the Parish with that week's major events and announcements. We typically limit the message to include 5 items. **Submission deadline is Friday at noon, five days before the requested publishing date** (The weekly Flocknote usually goes out on Wednesdays.)

BANNER (33" x 84" goes in silver stands)

copies (1 or 2) _____

POSTER (18" x 24")

copies (1 or 2) _____

FLYER # copies _____

BRANDING/LOGO

OTHER PRINT MATERIAL

Size (width x length in inches) _____

copies _____

WEBSITE: Requested publish date _____

NEW WEB PAGE

UPDATE EXISTING PAGE

page url: _____

SOCIAL MEDIA

POST

Requested publish date _____

FACEBOOK EVENT

Requested publish date _____

FACEBOOK GROUP

Group Admin(s) _____

Requested publish date _____

OTHER Please Explain: _____

Please contact bulletin@stbrendans.net or 614.876.1272 with questions.