

St. James the Apostle Church

Parish Publicity Committee Contact Form

[publicity@saintjamesparish.org](mailto:publicity@saintjamesparish.org)

Committee Contact: Marylou Kjelle (732) 742-1966

Please email this form or leave it in the Parish Publicity Committee (PPC) mailbox in the parish office no later than four weeks prior to the event. Attach any additional information that will help the PPC publicize your event.

Sponsoring Ministry or Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) and Time(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. James Parish Staff Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group or Ministry Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of the event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost to participants:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Over…*

Is this event open to the community or parish only? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How would you like the event to be publicized? Please circle all that apply.

**To the Parish**

Bulletin

Parish Web site

Announcement read after mass

Parish Social Media Sites

St. James School Community

Email blast

**To the Community**

Online news sources (TapInto, Patch, *The Springfield Patriot*)

Local print news sources (*The Westfield Leader, The Local Source, The Springfield Patriot,* Advance Media)

Channel 36 (Cable TV bulletin board)

NJ radio stations (101.5, 99.1, 98.3)

Television news (News12NJ, NY stations)

Other congregations in Springfield

**To the Diocese**

Outreach to other Catholic parishes in the diocese with an announcement to be posted in their bulletins

Press Release submitted to the *Advocate, New Jersey Catholic*

*For PPC use only:*

* **Publicity approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_**
* **Event has been posted to Parish online event calendar**