

# OLPH SOCIAL MEDIA

## ANNOUNCEMENTS FORM

*Note: Please Submit Announcements At Least Two (2) Weeks Before Event. If art work is needed for your event, eg. flyer, poster, t-shirt, etc.; an additional 10-days should be added to your timeline.*

**YOUR NAME:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**NAME OF MINISTRY/ORGANIZATION:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_ **TIME(S) OF EVENT:** \_\_\_\_\_

**PLACE OF EVENT:** \_\_\_\_\_

**ADDITIONAL INFORMATION:**

### POST ON:

- BULLETIN
- OLPH WEBSITE
- FACE BOOK
- myPARISH App

OTHER: \_\_\_\_\_

**DATE & TIME SUBMITTED:** \_\_\_\_\_

