

# Sacred Heart – Event Promotion Request Form

When requesting Sacred Heart social media resources for your event or meeting please follow the guidelines listed below and fill out the Social Media Request Form.

## Guidelines for requesting resources

1. All requests are to be sent to Laura Savoie. She may be contacted at either [bulletin@sacredheartappleton.com](mailto:bulletin@sacredheartappleton.com) or in the parish office.
2. Allow 7 business days from the time we receive your request to when it appears on social media.
3. If submitting a flyer/brochure please email the original document (No PDFs) to Laura. You can send originals as a Word Document, PowerPoint or Publisher Document.

*Please print!*

Parish \_\_\_\_\_  
Event: \_\_\_\_\_  
Committee \_\_\_\_\_  
/Group: \_\_\_\_\_  
Contact \_\_\_\_\_  
person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Social Media Needs: {Check all that apply}

- |                                   |                                   |                                     |
|-----------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Bulletin | <input type="checkbox"/> Website  | <input type="checkbox"/> Hallway TV |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> Facebook | <input type="checkbox"/> LED Sign   |

**Flyer/Brochure** If submitting a flyer/brochure please email the original document (No PDFs) to [bulletin@sacredheartappleton.com](mailto:bulletin@sacredheartappleton.com). You can send originals as a Word Document, PowerPoint or Publisher Document.

If not submitting a flyer...please give as much detailed information about your request as possible.

**Room(s) needed** If you need room(s) reserved for your event/meeting see form on back.

Form was received at \_\_\_\_\_ on \_\_\_/\_\_\_/2016 by \_\_\_\_\_

Date first applied to Social Media: \_\_\_/\_\_\_/2016

This box is for official use only.

# **Sacred Heart – Event Promotion Request Form**

## Use of Building Request

Parish Function: \_\_\_\_\_

Function Contact : \_\_\_\_\_ Phone #: \_\_\_\_\_

Email \_\_\_\_\_

Administrator \_\_\_\_\_

Signature: \_\_\_\_\_

*Please indicate hours of use (occupancy) for each zone.  
Be sure to indicate all zones to be used by your function.*

*Days of week:*

ZONE	Time Occupied Start	Time Occupied End
Church		
Gymnasium		
Sacred Heart Room		
Holy Family Room		
Holy Trinity Room		
Library		
2 <sup>nd</sup> Floor rooms		
Cafeteria		
Need stoves lit		

Date(s)	Date(s)

We \_\_\_\_\_ [Will/Will not] be serving food or drinks. [If so, what type? \_\_\_\_\_]

We \_\_\_\_\_ [Do/Do not] expect/need any support from any parish staff (e.g. door opening/locking, clean-up)

If we need support, it would be \_\_\_\_\_

Special room set up needed [e.g., extra tables, heat or air conditioning. \_\_\_\_\_]

*Please attach a diagram of the set up if needed.*

Special Notes:

\_\_\_\_\_