

# SMI Event Publicity Request

Requests for event publicity should be directed to parish staff members for staff consideration, as indicated below. SMIP reserves the right to re-format any article or announcement.

- ☑ All **bulletin articles** must be submitted **12 days in advance** of the Sunday run date to Heather Roerig at [bulletin@smip.org](mailto:bulletin@smip.org).
- ☑ Requests for **publicity on the Commons monitors or website** should be submitted **14 days in advance of the desired run date** to Jackson Brunsting at [jbrunsting@smip.org](mailto:jbrunsting@smip.org).
- ☑ Requests for **publicity outside of the parish** should be submitted **14 days in advance of the desired run date** to Pam Angelus at [pangelus@smip.org](mailto:pangelus@smip.org). **Note:** Decisions about external advertising are at the discretion of the parish.
- ☑ Requests for **Mass Announcements** should be directed to Kelley Seifert at [kseifert@smip.org](mailto:kseifert@smip.org) by the **Monday** prior to the weekend of your requested run date.

<b>Ministry/Group:</b>	
<b>Event Name:</b>	
<b>Event Dates/s:</b>	
<b>Requested Start Date &amp; Duration:</b>	
<b>Submitted By/Phone/Email:</b>	

*Type your article/announcement in the framed space below. Please do not exceed the size of the text box.  
IMAGES MUST BE LABELED FOR REUSE AND SENT AS A SEPARATE FILE.*