

# St. Philip Ministry / Event Promotion Guide

## You want to have an event at St. Philip, now what?

- Get your idea approved.** Talk to your Parish Council Representative and Fr. Bala
- Submit a pink sheet** (request for space) to office
  - Located in the Office
  - Tells the Parish Where, When & Focus of the event
  - The event is entered into the Green Book by Annie or Kim
- Submit a Communication Request**
  - [www.StPhilipFranklin.com/about-us/communication/#request](http://www.StPhilipFranklin.com/about-us/communication/#request)
  - Ministry / Event Lead must let Communications (Marianne & Greg) know of any changes to the event via email.
    - Marianne Reeves, Bulletin - [bulletin@stphilipfranklin.com](mailto:bulletin@stphilipfranklin.com)
    - Greg Walton, Electronic Media - [electronic evangelization@stphilipfranklin.com](mailto:electronic evangelization@stphilipfranklin.com)
- Use **Flocknote** to communicate with your ministry members
- Promote! Promote! Promote!**

**Print Media** - Marianne Reeves, [bulletin@stphilipfranklin.com](mailto:bulletin@stphilipfranklin.com), 615-550-2845

- Bulletin Announcement
  - Submit bulletin graphics & text **2 weeks before desired publication**
    - It takes 1 week to prep a bulletin
    - The bulletin goes out to print on the Tuesday before publication
  - *Small events* - Publish 2 weeks in advance of event date (**submit 4 weeks in advance**)
  - *Large events* - Publish 4 weeks in advance of event date (**submit 6 weeks in advance**)
  - Communications Office reserves the right to edit
- Pamphlets – Created upon special request with enough lead time
- Flyers – Created upon special request with enough lead time

**Electronic Media** – Greg Walton, [electronic evangelization@stphilipfranklin.com](mailto:electronic evangelization@stphilipfranklin.com), 615-656-2170

- Online Registration – request with 1 week of lead time
- Online Volunteer Sign-ups – request with 1 week of lead time
- Website & Social Media Posts – request with 1 week of lead time
- Flocknote Promotion - upon request with 1 week of lead time

### Other

- Pulpit Announcements - submit Monday before the weekend (Kim or Annie)
- Tennessee Register – Ministry / Event lead can contact the Catholic Register if desired.  
**Notify Communications office – Marianne & Greg**

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