

St. Anna's Catholic Church Web Announcement Request Form

NOTE: This is for use only by St Anna's Ministries Coordinators.

Request to have an announcement posted on the St Anna's website. Postings should be submitted at least 7 business days prior to appearing on the site, and announcements are subject to approval and availability of space.

Name of person requesting the announcement: _____

Contact phone _____ email _____

Event Date: _____ Date you would like posting to occur: _____

Where would you like the announcement to appear? _____

Note: Home Page (reserved for events of parish wide interest)

Would you like the announcement to contain hyperlinks to organizations or other websites?
If so, please list:

Announcement:

Announcements may only run for up to THREE weeks. If you are soliciting help with a function or require an advanced reservation/registration, you may submit your announcement up to EIGHT (8) weeks before the event.

Any other dates for this to appear on the website:

WEEK OF: _____

WEEK OF: _____

WEEK OF: _____

E-mail, mail, fax or drop off this form at the office... once completed online, you can just click on the e-mail button on the right.