

COMMUNICATIONS PLANNING GUIDE

Thank you for wanting to support our parish through your ministry! We want to help you advertise and communicate events and details about your ministry to our parishioners. Here is some information to help *you* help *us* do that!

For any questions, to schedule half page ads for the bulletin, or to determine an advertising plan, please contact Christina Deeb at 303.414.2250.

****Preferred file formats are Word, Publisher, or PDF.****

ADVERTISING OPTION	CONTACT	DETAILS
Bulletin	Christina Deeb 303.414.2250 secretary@ourladyofloreto.org	<ul style="list-style-type: none"> ▪ Bulletin submission deadlines can be found at www.ourladyofloreto.org/communications. You are certainly welcome (and encouraged) to submit the text and details for your ad prior to the deadline. ▪ We also send out our communication deadline schedules to all Ministry Leaders. ▪ How you can advertise: <ul style="list-style-type: none"> □ Small text ad on page 7 (as room allows) <ul style="list-style-type: none"> ▪ 100 words or less □ Small color ad on page 7 (one time per ad as room allows) <ul style="list-style-type: none"> ▪ 100 Words or less □ Half Page color ad on page 5 or 9 (up to three times per ad as room allows – schedule in advance! These are in high demand!) <ul style="list-style-type: none"> ▪ 150 words or less <ul style="list-style-type: none"> ▪ Must be scheduled ahead of time. <p style="color: red; margin-top: 10px;">Please contact Christina for specifications if you would like to design your own ad.</p>
Flocknote (weekly e-newsletter)	Christina Deeb 303.414.2250 secretary@ourladyofloret.org	<ul style="list-style-type: none"> ▪ If you have reserved a half page ad in the bulletin that weekend, we will automatically include the information in Flocknote. <ul style="list-style-type: none"> □ Otherwise, please let us know which dates you would like your event advertised! We will accommodate your request as best we can. ▪ For more information, please contact Christina.

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Narthex Screens	Christina Deeb 303.414.2250 secretary@ourladyofloreto.org	<ul style="list-style-type: none"> ▪ Narthex screens are automatically run when your ad is a half page ad. <ul style="list-style-type: none"> □ Between Palm Sunday and Divine Mercy Sunday, we will not run event ads on the screens to put the emphasis on the Catechumens and Candidates receiving sacraments as well as to help people to enter into Holy Week and the Easter Season. ▪ The narthex screens serve to help draw attention to your event but go by too fast to be read in depth. Therefore, only events printed in that week's bulletin will be included on the narthex screens. ▪ For more information, please contact Christina.
Narthex Tables	Christina Deeb 303.414.2250 secretary@ourladyofloreto.org	<ul style="list-style-type: none"> ▪ We schedule 2 tables per weekend ▪ You are responsible for setting up your table on Saturday before Mass. Please do not set up before Saturday afternoon in case we have weddings scheduled Saturday morning. ▪ More details will be provided the week before your scheduled weekend. ▪ We will not schedule narthex tables the weekends of Palm Sunday and Easter Sunday.
Pulpit Announcements	Fr. David Bluejacket frdavid@ourladyofloreto.org	<ul style="list-style-type: none"> ▪ Please send your announcement text and request to Fr. David the Monday or Tuesday prior to your requested weekend (or sooner).
Sidewalk Signs	Christina Deeb if you have any questions 303.414.2250 secretary@ourladyofloreto.org	<ul style="list-style-type: none"> ▪ You will need to provide your own sidewalk signs. ▪ You may put out 2 signs for 2 weeks.

OTHER IMPORTANT CONTACTS

IT Requests & Questions	Dcn. Scott Ditch 303.414.2259 sditch@ourladyofloreto.org	Facility Questions <i>*The ministry is responsible for setup and cleanup.</i>	Gery Myhre 303.414.2273 gmyhre@ourladyofloreto.org
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Facility Scheduling	Dawn Hardison 303.414.2260 adminasst@ourladyofloreto.org	<i>*As a reminder, setup and cleanup are the responsibility of the ministry. The room should be re-set to the default setup after the meeting/event and cleaned up. The room needs to be ready for use by another ministry.</i>

Questions? Contact Christina Deeb at 303.414.2250 or secretary@ourladyofloreto.org.