

St. Boniface Activity/Event Notification Form

Getting the word out about what’s happening at St. Boniface is important. It’s how we stay connected as a community and how we invite others to participate. After each meeting, please complete this form and return it to the church office so that the information can be shared. At a minimum any event/activity listed will be added to the church calendar at www.saintbonifacechurch.com.

Today’s Date _____ Committee Name _____

Your Name _____

Information for bulletin and Eminder is due to office by 9 AM Tuesday.

Name of Event or Activity*	Date and Time of Event/Activity	Add to St. Boniface Facebook Page? (Y/N)	Add to weekly eminder? Dates to be included in eminder.	Add to weekly bulletin? Dates to be included in bulletin.	Add an article or flyer to church website? Dates to be included on the website.	Prepare and send a press release to News Graphic? (Y/N)

*Please provide a description of your event. Office staff or a member of the Communications Committee will edit as necessary. If you don’t provide a description, we won’t be able to display your information in any medium but the church calendar.

Please return forms to Terri’s inbox located on her desk.