



Welcome to St. Pius X Catholic Community

"Restore all things in Christ"

Marketing and Communications Assistance Information

To assist those who wish to inform, advertise and/or promote their ministry or an event, a diverse structure is now available to help you reach your target audience through a variety of mediums. To avail yourself of any of them, here are the steps you should take. Please follow these instructions:

1. Secure the approval of the Pastor before you begin your project.
2. Review the resources listed below. If you have questions, get in touch with the contact listed.
3. Complete the Request for Marketing and Communications Assistance form that is available from the parish website: www.stpiuslombard.org and from the Parish Office.
4. Advance planning is essential for all time sensitive promotions.
5. In some cases, the Medium Contact will assist you with development of your materials.
6. Materials are subject to editing.

Resources and Marketing Mediums	Contact	Phone	Email	Approximate Lead Time
WEEKLY BULLETIN	Donna Cooper	630-627-4526	dcooper@stpiuslombard.org	10 days- two weeks
WEBSITE-PARISH	Donna Cooper	630-627-4526	dcooper@st.piuslombard.org	48 hours
FACEBOOK	Nestor Acosta	630-878-8826	reach4sky@yahoo.com	48 hours
PRINT PROMOTIONS (Signs, Posters, Invitations, Newspaper Articles, etc.)	Marylou Johnson	630-620-0087	grandma1j@comcast.net	2-6 weeks based on type of materials
PHOTOGRAPHY	Frank Krawczyk	847-385-4109	fotofrank@att.net	2 weeks
VIDEOGRAPHY	Ron Olbrysh	630-613-9039	cro922@comcast.net	2 weeks
MINISTRY UPDATES and INFORMATION (Parish Website, Ministry Handouts, Guide Book & Directory)	Betty Kramer	630-629-2342	bjk629242@sbcglobal.net	2 weeks
WEBSITE-DEANERY	Frank Krawczyk	847-385-4109	fotofrank@att.net	10 days
E-BLASTS – Restricted use	John Matyasik	630-627-4326	jmatyasik@stpiuslombard.org	Based on urgency



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Marketing and Communications Assistance Request Form

To inform/publish/promote content through our parish communications mediums, or to request photos or videos of an event, please fill out this request form and submit it along with your documents, in person to the Parish Office or electronically to parishoffice@stpiuslombard.org.

Note: If you have questions, please contact the Parish Office – 630-627-4526 or via e-mail above.

Your Name _____ Date Submitted _____

Phone _____ E-Mail _____

Ministry/Committee _____ Project Title _____

Event/Purpose _____ Event Date(s) _____

Check here if you have Pastor's approval for this project.

Directions:

1. Refer to the Marketing and Communications Assistance Information sheet.
2. Where do you want your content advertised/promoted/updated? Check all that apply.
 Weekly Bulletin Website – Parish Facebook Print Promotions E-Blasts
 Photography Videography Ministry Updates Website – Deanery
3. If you have selected more than one medium and the dates differ, fill out a separate medium box for each one. Be sure to identify each medium.

MEDIUM _____

Title: _____

Publish or send date: _____

Specify start and end circulation dates:

Does your content have image, photos or graphics? **Yes** **No** **N/A**

If yes, are they attached? **Yes** **No**

Do you have Right of Use permission?

Yes **No** **N/A**

Did you verify/provide contact details?

(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes** **No** **N/A**

MEDIUM _____

Title: _____

Publish or send date: _____

Specify start and end circulation dates:

Does your content have image, photos or graphics? **Yes** **No** **N/A**

If yes, are they attached? **Yes** **No**

Do you have Right of Use permission?

Yes **No** **N/A**

Did you verify/provide contact details?

(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes** **No** **N/A**

MEDIUM _____

Title: _____

Publish or send date: _____

Specify start and end circulation dates:

Does your content have image, photos or graphics? **Yes No N/A**
If yes, are they attached? **Yes No**
Do you have Right of Use permission?
Yes No N/A

Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**

MEDIUM _____

Title: _____

Publish or send date: _____

Start and end circulation dates:

Does your content have image, photos or graphics? **Yes No N/A**
If yes, are they attached? **Yes No**
Do you have Right of Use permission?
Yes No N/A

Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**

MEDIUM _____

Title: _____

Publish or send date: _____

Specify start and end circulation dates:

Does your content have image, photos or graphics? **Yes No N/A**
If yes, are they attached? **Yes No**
Do you have Right of Use permission?
Yes No N/A

Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**

MEDIUM _____

Title: _____

Publish or send date: _____

Specify start and end circulation dates:

Does your content have image, photos or graphics? **Yes No N/A**
If yes, are they attached? **Yes No**
Do you have Right of Use permission?
Yes No N/A

Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**

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Title: _____

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Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**

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Yes No N/A

Did you verify/provide contact details?
(Name, Phone, E-Mail Address, Hours, Location, Dates, etc.) **Yes No N/A**