

## Web Announcement Request Form

Holy Spirit Ministries may request to have an announcement posted on the Holy Spirit website. Postings should be submitted at least 2 business days prior to appearing on the site, and announcements are subject to approval and availability of space.

Ministry requesting the announcement: \_\_\_\_\_

Contact Person: (Name, phone, email, or website)

\_\_\_\_\_

Event Date: \_\_\_\_\_ Date you would like posting to occur: \_\_\_\_\_

Where would you like the announcement to appear? Check all that apply:

Home Page (reserved for events of parish wide interest)

Welcome Page (prospective parishioners/visitors)

Children's Page

Teen's Page

YP Page

Centro Católico Page

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. You then skip a week when scheduling the announcement for your event. DATES TO APPEAR ON WEBSITE:

WEEK OF: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

This form can be received and submitted via e-mail to [kschulman@hscatl.com](mailto:kschulman@hscatl.com).

Must be in to the parish 2 business days prior to the date in which you would like to advertise.