

How to Share Your Good News

Your response to these questions can help you determine which communication tool(s) will work best for your audience and the message you want to convey.

1. Who's the audience? Parish members? Catholics from other parishes? Community members?
2. What do you want someone to do as a result of this communication?
A. Register for an event B. Visit the website C. Refer your ministry event to a friend
D. "Like" you on Facebook E. Make a donation
3. What tools would your audience use?
A. Email B. Facebook C. Twitter D. YouTube E. Other
4. What types of content can you use to convey your message?
A. A story B. Photographs from events C. A video D. Polls or surveys
E. Success stories F. Volunteer recruitment

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Communication Tools

All communication requests need to include your contact information and the commission/committee your ministry is associated with and the program/project or event your request is associated with.

Bulletin Articles:

How to submit: Completed flyers should be forwarded to bulletin@qas-school.org by Monday at 5:00 pm.

Special Instructions:

1. Articles should be kept to 100 words or less, or a quarter page in the bulletin.
2. Printing of articles with date specific events will have precedence over all other articles.
3. Articles can be run for up to 3 consecutive weeks, then articles will be dropped out for a week; if necessary, they can be run for another 2 weeks. If articles are still required after that they will be included only if space permits and precedence will be given to articles that are date specific.
4. Adjustments may need to be made to articles to fit them in our available space and this will be at the discretion of the bulletin editor and office staff.

Bulletin Flyers or attachments:

How to submit: Completed flyers should be forwarded to bulletin@qas-school.org by Monday at 5:00 pm.

Special Instructions:

1. One flyer per event.
2. Flyers will be inserted in the bulletin, the second and fourth weekends of the month.
3. Flyers need to be printed or sent as a word document, adobe file or publisher document.
4. Your flyers will automatically be put out at the Welcome/Information Center unless you request otherwise.

Facebook/Twitter:

How to submit: Send Facebook requests to sgushrowski@qas-school.org. Send Twitter requests to andreapb@giving-focus.com

Special Instructions for Facebook:

1. Send pictures in JPEG file
2. If you would like your flyer posted on Facebook, please send in a pdf or publisher file.
3. All other Facebook posts should be no longer than 500 characters.

Special Instructions for Twitter:

1. Twitter post should be no longer than 140 characters.
2. File formats: JPEG Photos, videos, and pdfs.
3. Twitter updates are made on the weekend.
4. Twitter automatically posts to Facebook.

Posting Signs: You are required to get the permission of the Pastor prior to posting any signs.

Press Releases:

How to submit: Please contact Stacey Gushrowski at sgushrowski@qas-school.org for information about how to create and submit your press release.

Website:

How to submit: Please email your submission to: sgushrowski@qas-school.org.

Special Instructions:

1. Send pictures in JPEG file
2. Written material may be in a Word, Publisher, or PDF file
3. Be specific on the dates the material is to be on the website.
4. Most material will be added to the calendar page and Calendar of Events

Welcome/Information Center:

How to submit:

1. To put information out at the Welcome/Information Center, please email your submission to: sgushrowski@qas-school.org by Wednesday at 5:00 pm.

To request to use the Welcome/Information Center Ministry Table to promote an upcoming activity or recruit ministry volunteers, please email your request to Mary Eggert at meggert3851@gmail.com.

Special Instructions: In your email please include the following:

1. What you will be utilizing the ministry table for.
2. The weekends and masses you are requesting to be present at the ministry table.