

Promoting Ministries & Events at Saint Helen

Prior to Date of Event

Six Months Out

Final date of event set and confirmed by Saint Helen

Book room/event space in Parish Center or off campus

Five Months Out

Contact Communications Coordinator (mdugan@sainthelen.org) to plan graphics/draft promo materials

Four Months Out

Finalize promotion plan: graphics, lawn signs, flyers, business cards, website updates, Pre-Mass Announcements

Record promotional video

Three Months Out

Print final promotional material

Finalize promotional video

Two Months Out

Contact Saint Helen for any Tech/Media needs (media tech fee to be taken from your event/ministry's budget)

