

St. Paul's Media Group Guidelines

- St. Paul's Media Group will monitor Immaculate Conception Parish website, bulletin, Facebook, and all other media outreach.
- All communications should be emailed to: **media@immacastoria.org**
- Each society is to select one representative to be responsible for sending event information to the St. Paul's Communications Committee.
- PLEASE SEND THE INFORMATION AT LEAST 2 WEEKS PRIOR THE EVENT to allow St. Paul's Media Group to distribute the information to the proper channels
- Flyers should include the Church website address, immacastoria.org, as well as reference to our Facebook page.
- Bulletin (completed text) announcements are due EACH MONDAY for the coming weekend
- Pulpit announcements are offered at Monsignor Ferrarese's discretion
- Complete the following information for each event:

Name of Event: _____

Society hosting event: _____

Date and Time: _____

Location: _____

Brief Description of Event: _____

Cost of Admission to event: _____

Submitted by Society Representative: _____

Email of contact person: _____

Phone number of contact person: _____

- Please advise people prior the event that your event will be photographed and/or video recorded
- St. Paul's Media Group is not responsible for the cancellation or changes of any event
- When submitting photographs of your events, please identify the photographers and be aware it is by St Paul Media Group's discretion to post them in Facebook or in the Website, especially photos of children.
- Be aware St. Paul's Media Group won't tag any children in Facebook, nor will allow any comment in any of the children pictures.