

# St. Bart's Program Planning Template

## Program/Event Summary

Program/Event Name	
Date(s) and Times of Program/Event	
Date(s) and Times of Prog/Event Set-Up	
Location(s) of Program/Event	
Organizer(s)	
Point/Contact Person	

## Promotion

Please provide a description of your event so we can create appropriate promotional materials/posters/press releases. Please provide at least 3-4 sentences.

See below the various ways to promote your program/event. Please check mark the ones you will be using and note the organizer's responsibilities, including deadlines.

Collateral	Yes	Deadline for Organizer	Creator	How Distributed/ Displayed & When	Who distributes/posts?
Press Release		<b>8 weeks prior</b> One – two paragraphs with the who/what/where details	St. Bart's will prepare the press release	Emailed to the diocese, local churches, media outlets, etc 4-5 weeks prior to the program/event	St. Bart's will send
Flyer		<b>8 weeks prior</b> Check in with Teri to see if St. Bart's can create flyer	St. Bart's may be able to create flyer	Posted around local towns	Organizers & volunteers
Large Poster		<b>8 weeks prior</b> Check in with Teri to see if St. Bart's can create poster	St. Bart's may be able to create poster	Displayed in the Narthex	Teri will post on the Bulletin Board – additional copies can be provided to post in community
E-Bulletin Announcement		<b>6 weeks prior</b> One paragraph invitation/description of program/event	Organizer(s)	Included as an announcement in the weekly e-bulletin from 4 weeks prior	Teri will add to the e-bulletin
FB Post		<b>5 weeks prior</b> 1-2 sentences & image (if available)	St. Bart's will create the post	Two postings – one 4 weeks prior and one 1 week prior	Teri will post to FB
Email to local churches		<b>4 weeks prior</b>	St. Bart's will create the post	Sent out 3 weeks ahead of the event	Teri will send out

### Additional Questions

Do you need Staff Support for this program/event outside of PR?  
Please explain the type of support needed.

## Number of Volunteers Needed

- Set-Up Volunteers:
- Event Volunteers:
- Break-Down Volunteers:
- Other Volunteers:

## Sound and Tech Needs

- Sound Support:
- Lighting Needs:
- Streaming Support:
- Other Tech Support Needs:

## Custodial and Lawn/Garden Needs

## Other Considerations

On Site Signage and Display? (Do you need signs on site?)

Reimbursement Forms Needed?

Community Partnership (Will you be partnering with an organization in the community to offer this program/event?)

Equipment and Supplies (Do you need anything from St. Bart's?)