



Checklist for Event Publicity

When choosing how to promote your event, keep in mind the group or groups you wish to reach. Are you running a parish wide event? Is this a children's event? Are non-parishioners welcome? Review the deadlines below and make sure when wording your advertisement, include all appropriate information (Date/ Time / Location/ Contact info/ info about your event). **NOTE: Fr. Andy has final approval on all publicity, your staff contact will provide Fr. Andy with the information needed for your event.**

Bulletin	<p>Bulletins are sent for publishing on Wednesday before the weekend. Your bulletin announcement is due the Friday before the Wednesday deadline to the office at rectory.lf@gmail.com. Do not send your item prior to that Friday, we cannot keep track of all the bulletin requests we receive.</p> <p>Our bulletin is only 4 pages so keep it brief. It is printed in black and white so choose clip art that will work in those tones. Do not format your item. It must fit the bulletin format.</p> <p>We are allowed 20 inserts per year. If you have a large event and would like an insert, call the office. Inserts are due to the publisher on the Friday before the Wednesday deadline for the bulletin. Please submit before noon on Friday.</p> <p>If you want to put flyers in the bulletin, you must have volunteers available to stuff bulletins on Saturday afternoon before Mass.</p>
Parish Flocknote	<p>A parish wide newsletter is sent on the 3rd Friday of the month. Email your information to the office at rectory.lf@gmail.com by the second Friday of the month. Be mindful that not every family has chosen to give us an email address.</p> <p>The system allows for attachments and can be programmed to link to your registration or other information.</p>
Announcements at Mass	<p>If you would like your event announced at Mass, email rectory.lf@gmail.com with your announcement by noon on Monday prior to the weekend you would like it to be announced. The announcement should be brief, no longer than one or two sentences. Use the word "Announcement" in the subject line.</p>

<p>Posters or Signs</p>	<p>We DO NOT hang posters in the rear of the churches. Contact the office (rectory.lf@gmail.com) to approve signs posted on parish grounds. Do not order your signs until you have approval to post them from a staff member. Signs may be placed on parish grounds two weeks prior to the event and should be removed immediately after the event by the event coordinator. Note – Banners sometimes require a town permit.</p>
<p>Flyers distributed through Religious Education</p>	<p>The flyers should be distributed two weeks prior to your event. The office (rectory.lf@gmail.com) will coordinate a date for you to drop off your flyers and a date for them to be distributed by the Religious Education office.</p>
<p>Facebook</p>	<p>Little Flower has a Facebook page where you may promote your events. The pastoral associate (pastoral110.lf@gmail.com) will post items one month prior to your event.</p>
<p>Little Flower Website</p>	<p>Use Little Flower’s Website to promote your events. Eileen Baker (ebakerlf@gmail.com) will post information for one month prior to your event. You may also link your event to other websites.</p>
<p><i>FOR ADVERTISING OUTSIDE THE PARISH – These announcements should be discussed with your ministry leader contact prior to posting.</i></p>	<p>Note: For our children’s protection, NO PHOTO of a child may be published on <u>any</u> media without the attached waiver form completed and signed by the child’s parent. Please keep these waivers on file for three years following your event.</p>
<p>TAP (Local)</p>	<p>To post an event create an account at: https://www.tapinto.net/towns/berkeley-heights Go to the upper right hand corner and click on “submit content”.</p> <p>Contribute content (free to submit, published at editor's discretion): Press releases/announcements, Letters to the editor, Guest Column, or News.</p> <p>Premium Calendar Event Listings are \$25.00 per TAPinto site per event per occurrence and include images and videos. Basic listings are available at no charge to charitable nonprofits.</p> <p>Classified</p> <p>Premium Classifieds are \$20.00 per TAPinto site and include images and videos. Classifieds are online only and expire in 30 days.</p>

<p>Other Area Churches</p>	<p>You can advertise in other church bulletins. Most have the same deadline as the Little Flower bulletin above. See attached church list.</p>
<p>Comcast 34 / Fios 47 (Local TV Station)</p>	<p>For Station Postings: email: info@glhstv.com phone: 908.376.9041 GLTV Studios 175 Watchung Blvd Berkeley Heights, NJ 07922</p> <p>(The rolling message board in between shows can be submitted any time - they ask that you make them 4x3 dimensions (A power point slide is perfect). We try to get them up within 48hours (business days) of submission.)</p>
<p>The Star Ledger / Independent Press (NJ.com)</p>	<p>To submit calendar events to NJ.com go to: http://www.nj.com/myevent/ Follow the directions to post your event to their “calendar of events”.</p>
<p>Berkeley Heights Township Website</p>	<p>Unavailable for religious events</p>
<p>Heritage Square Bulletin Board</p>	<p>Contact VF Properties at: http://www.vfproperties.com/contactus.html</p>
<p>ChurchEvents</p>	<p>ChurchEvents provides convenient overview of all Catholic Church events scheduled throughout dioceses. This website can be used for events when inviting non-parishioners. http://www.church-events.com/</p>

CATHOLIC CHURCHES - the emails are subject to change

OUR LADY OF PEACE – Val Mitreuter – secretary@olpnp.com

111 South Street, New Providence 07974 Phone: (908) 464-7600

ST. TERESA OF AVILA – Liz Candela – Liz@stteresachurch.org

306 Morris Avenue, Summit 07901 Phone: (908) 277-3700, Fax: (908) 273-5909

ST. JAMES – bulletin@saintjamesparish.org

45 South Springfield Avenue, Springfield 07081 Phone: (973) 376-3044, Fax: (973) 376-0560

OUR LADY OF LOURDES – Regina O’Brien – office@ollmountainside.org

300 Central Avenue, Mountainside 07092 Phone: (908) 232-1162, Fax: (908) 232-0776

HOLY SPIRIT – lherrejon@holyspiritunion.org

971 Suburban Road, Union 07083 Phone: (908) 687-3327 Fax: (908) 687-1312

ST. MICHAEL – stmichaelunion@comcast.net

1212 Kelly Street, Union 07083 Phone: (908) 688-1232

HOLY TRINITY – donna.campa@verizon.net

315 First Street, Westfield 07090 Phone: (908) 232-8137, Fax: (908) 654-8780

ST. HELEN – sthelenbulletin@hotmail.com

1600 Rahway Avenue, Westfield 07090 Phone: (908) 232-1214, Fax (908) 317-5459

IMMACULATE HEART OF MARY – ihm123@aol.com

1571 South Martine Avenue, Scotch Plains 07076 Phone: (908) 889-2100, Fax: (908) 889-9477

ST. BARTHOLOMEW – stbartholomewchurch.org

2032 Westfield Avenue, Westfield 07076 Phone: (908) 322-5192, Fax: (908) 322-2598

ST. BERNARD OF CLAIRVAUX & ST. STANISLAUS KOSTKA – frfrank@bestchurch.net

368 Sumner Avenue, Plainfield, 07060 Phone: (908)756-3393, Fax: (908) 756-3059

ST. MARY- stmarysplainfield@msn.com

516 West 6th Street, Plainfield 07060-2188 Phone: (908) 756-0085, Fax: (908) 756-1658

CHURCH OF THE ASSUMPTION – assumptionrp@yahoo.com

113 Chiego Place, Roselle Park 07204 Phone: (908) 245-1107

OUR LADY OF THE MOUNT – mgodleski@olmwarren.org

167 Mount Bethel Road, Warren, NJ 07059 Phone: (908) 647-1075, Fax: (908) 647-7885

ST JAMES – stjamesbr@optonline.net

184 South Finley Avenue, PO Box 310, Basking Ridge, NJ 07920 Phone: (908) 766-0888 Fax: (908) 766-1815

ST VINCENT DE PAUL – abonacci@stvdp.org

Bebout Ave., Stirling 07980 Phone: (908) 647-0118 Fax: (908) 647-5992

CORPUS CHRISTI PARISH – medeiros@corpuschristi.org

234 Southern Boulevard, Chatham 07928 Phone: (973) 635-0070

Other Denominations

Westminster Presbyterian Church

725 Mountain Ave, Berkeley Heights, NJ (908) 464-9400

Mountain Ridge Bible Chapel - secretary@mtridge.org

763 Mountain Ave, Berkeley Heights, NJ (908) 464-2678

Union Village United Methodist

1130 Mountain Ave, Berkeley Heights, NJ (908) 647-2120

Diamond Hill United Methodist

105 Diamond Hill Rd, Berkeley Heights, NJ (908) 464-1807

Calvary Assembly of God

172 Springfield Ave, Berkeley Heights, NJ (908) 964-1133

Presbyterian Church at New Providence – schulthess@pcnp.org

1307 Springfield Ave, New Providence, NJ 07974 (908) 665-0050

St. Andrew's Episcopal Church & School – information@standrewschurch.org

419 South St, New Providence, NJ (908) 464-4878

Faith Lutheran Church

524 South St, New Providence, NJ (908) 464-5177

United Methodist Church

1441 Springfield Ave, New Providence, NJ (908) 464-5535

Unitarian Church in Summit

4 Waldron Ave, Summit, NJ (908) 273-3245

***If you have any changes to the emails listed please contact Carolee to update the list. **