

## AV Ministry – Announcement submission form

*This form is to be filled out for any ministry desiring to use the TV screens for any purpose before, during, or after Mass. It must be submitted at least **2 weeks before** the announcement is needed. This will allow time for approval and preparation.*

\_\_\_\_\_  
*(name of ministry)*

\_\_\_\_\_  
*(date of request)*

\_\_\_\_\_  
*(date needed)*

### **Brief description of announcement (ex. video, PowerPoint slides, etc.)**

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### **Ministry contacts:**

Name	Phone	Email
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_____	_____	_____
_____	_____	_____

Authorized by:

\_\_\_\_\_  
*(Fr. Paul Gary)*

\_\_\_\_\_  
*(Mary Adams)*

*Requests will be reviewed by Fr. Paul and other parish staff. Please direct any questions to Chris Cosentino at [chriscosentino@stlukecatholicminthill.org](mailto:chriscosentino@stlukecatholicminthill.org).*