

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.)

Ministry contacts:

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

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@stlukechurch.net.