



Home School Association Communications Form

Event/Program:		One day or Ongoing?	
Date:		Time:	
Advertising Requests:	<input type="checkbox"/> Church Bulletin – Date(s): <input type="checkbox"/> Parents’ Notes – Date(s): <input type="checkbox"/> Facebook – Date: <input type="checkbox"/> Pre-K Sign – Date(s): <input type="checkbox"/> Flyer – Date: <input type="checkbox"/> Shipley Rd Sign – Date(s): <input type="checkbox"/> End date of ticket sales: <input type="checkbox"/> Sign-Up Genius <input type="checkbox"/> Parent Email Blast– Date: <input type="checkbox"/> Other : <input type="checkbox"/> Online Calendar		
Advertising Design:	<input type="checkbox"/> Advertising materials to be created by event team <input type="checkbox"/> Design help requested from HSA Communications		
Chair(s) Contact Information:			
NAME: Email: Cell: NAME: Email: Cell:			
Event Description			
Reviewed By:	Idea Approved by HSA	Date:	
HSA Approval:	Check if Approved <input type="checkbox"/> Flyer <input type="checkbox"/> Bulletin Blurb <input type="checkbox"/> Parent Notes Blurb	Date:	Click here to enter a date.

Items needed on Flyer:

Date, time & location

Cost

Lines for details needed to register / purchase

Link for school main website if using PayPal

End date for purchasing

Who to contact with questions

Edit for parish distribution if desired



HSA Communications

Tool	Managed By	Advance Notice Required
Church Bulletin	Lisa Bell through Communications Manager (Comm Mgr.)	2 weeks, sometimes more for holidays
Facebook	Comm Mgr.	N/A
Flyer Distribution	Mary Bullen through coordination with Event Chairs (please note, flyers should be distributed through HSA for approvals before printed/emailed/distributed). For HSA events and any event when requested, Comm Mgr.	>1 week
Flyer Creation	Event Volunteer or they can ask Comm Mgr. to assist.	2 to 3 weeks
Homeroom Parents Email	Homeroom Parent Coordinator or Comm. Mgr.	1 week
Online Calendar	Lisa Bell through coordination with Comm Mgr.	2 weeks
Parents' Notes	Comm Mgr.	1 week
Pre-K Sign	HSA Sign Volunteer coordinates with Comm Mgr.	ASAP*; >1 week
Shipley Rd Marquee	Event chairs request through Comm Mgr.	ASAP*; >1 week
Website	Lisa Bell through Comm Mgr.	2 weeks
Faculty Notes	Mary Bullen through Comm Mgr.	1 week

*Due to limited space available, reserve space ASAP.