

REQUEST FORM FOR POSTING EVENTS ON THE IHM PARISH WEBSITE for:
ONLINE CALENDAR of events and ONLINE BULLETIN BOARD

Check here for Bulletin Board Item:

Check here for Calendar Item:

Requested Posting Dates:

Start

End:

Name of Ministry:

Ministry Contact Person & Contact info:

Important Notes:

- **To Complete this form using your computer---** save it to a file, then open that file. You can then complete the form using your computer. **Use the mouse to move the cursor in the top section, not the Enter Key. You can use the Enter Key in the bottom section.**
- **Send the completed form to Denise Calsbrese at: denisecalabrese1@comcast.net , as an attachment to your email.**

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- **HEADLINE for Online Calendar or Headline for Online Bulletin Board Item:**

- **DESCRIPTION of:**
Calendar Event --When, Where Nature of Event. This **Description** will appear when parishioners selects (clicks) the HEADLINE on the Calendar.
Online Bulletin Item—Body of the item to be posted.

(DESCRIPTION CONT.)