Calendar Event Guidelines

Diocesan Website Calendar

The following outlines what is needed when submitting events to be added to the Diocesan website calendar. Please send your event information to either *Chris Kastner* or *Ambil Palatty* by means of email. Thank you for your assistance.

**For Each Event
or Series of Events**

1. Name of Event
2. Paragraph about your event (At least one sentence will do.)
3. Date of event (Start and end date)
4. Time of event (Start and end time)
5. Location of event
6. Contact information (Email, phone, etc.)

Helpful Hints:

- Please supply us with <u>full translations</u> if your event is in Spanish or Vietnamese.
- Please submit your information in a <u>Microsoft Word</u> or <u>PDF</u> format. This allows us to copy and paste and lowers the possibility of errors/typos.
- Please <u>do not send us printouts</u> as this will only slow the process of getting your events posted.