

## Submission Form for Narthex TV Information System

This form is to be used to request creation of a page that will display on the TV located in the narthex of St. Vincent de Paul Church. Requests must be for a parish-sponsored activity and will need to be approved by the parish staff liaison after submission. Parish Staff will format the page to conform to standards. Form needs to be submitted one week prior to begin date for placement on TV. For questions, please contact Bonnie Heimann at 402-493-1642 or [heimannb@svdpomaha.org](mailto:heimannb@svdpomaha.org).

<b>Submitter Name</b>		<b>Date</b>	
<b>Submitter Email</b>			
<b>Submitter Phone</b>			
<b>Parish-Sponsored Group of Event/Activity</b>			
<b>Name of Event/Activity</b>			
<b>Date(s) of Event/Activity</b>			
<b>Start and End Time of Event/Activity</b>			
<b>Location of Event/Activity</b> (need address if event is off-site)			
<b>Description of Event/Activity</b> (Limited to 10 words/may be edited for readability)			
<b>Contact for More Information</b> (ex. "See bulletin for more information" or "Email xx for RSVP")			
<b>Begin Date for placement on TV</b> (Needs to be a Monday)			
<b>End Date for placement on TV</b> (Needs to be a Monday or the day after event occurs)			
<b>Graphics</b> (Please include high-resolution graphic or attach to email when submitting)			

Submit form to [heimannb@svdpomaha.org](mailto:heimannb@svdpomaha.org)