

Montana Catholic Coming Events Calendar Submission Policy **Effective April 2007**

Any Diocese of Helena-related individual or group (i.e., individual parishioner, parish, parish or affiliated ministry group), and also those groups located in the Diocese of Helena which use the word "Catholic" in their official name, that submits an item for publication in the diocesan newspaper's coming events calendar to which people of the Diocese of Helena will be invited must submit this form, verifying that the following conditions have been satisfied.

--The event's speaker (when applicable) has been registered with and approved by the Bishop's office, and the sponsoring party provides their signature to indicate this has happened.

--If the event is taking place in a parish or parish social center, the pastor or pastoral administrator is aware of the event and provides his or her signature to indicate their awareness and approval of the event.

--The individual submitting the calendar item fills out the first section of the form, and presents the form to the required individuals for their signatures.

--The form is sent back to the Montana Catholic office, either by mail, fax, or e-mail and is on file prior to the submission deadline for that particular issue. Events will not be publicized in the diocesan newspaper without this form being completed and returned.

Name: _____ Date _____

Affiliation: (parish or group) _____

Title: _____ Phone: _____ E-mail: _____

This event's speaker has been registered with and approved by the Bishop's office.

_____ Signature of sponsoring party

_____ Printed name of sponsoring party

I am aware and approve of this event to be held at this parish.

_____ Signature of pastor or pastoral administrator

_____ Printed name of pastor or pastoral administrator

**Return to the Montana Catholic Office, P.O. Box 1729, Helena, MT 59624;
fax 406-442-5191; e-mail MontanaCatholic@diocesehelena.org.**