

## SMM Project Planning Information

### Advertising Options

\_\_\_ **Parish Website** Projects can be advertised on the parish website. Submissions will be approved by your committee's parish staff person before appearing on the site. Articles/announcements can be submitted directly on the parish website, [smmneenah.org](http://smmneenah.org) or submitted to Marcie Howard via email at [mhoward@smcatholicschools.org](mailto:mhoward@smcatholicschools.org) directly through the website you have to be registered on the site. Contact Marcie at 729-4562 for any questions about registering on the website and submitting articles.

\_\_\_ **Bulletin Announcement**      \_\_\_ **Bulletin Insert**  
Submissions should be made via email to Beckett Mathews, at [bmathews@smcatholicschools.org](mailto:bmathews@smcatholicschools.org). The cost for bulletin insert printing is the responsibility of the committee sponsoring the project, and the expenditure should be approved by the committee before submission to Beckett. **See "Bulletin, Insert, Pulpit Announcement and Newsletter Information" sheet for deadlines, costs, and additional procedures.**

\_\_\_ **Pulpit Announcement** Submissions should be made via email to Beckett Mathews, at [bmathews@smcatholicschools.org](mailto:bmathews@smcatholicschools.org) by the Monday before the weekend the announcement is to be made. **See "Bulletin, Insert, Pulpit Announcement and Newsletter Information" sheet for deadlines, costs, and additional procedures.**

\_\_\_ **Displays in Gathering Space** See "If you are using the Gathering Space".

\_\_\_ **Brochures in Pews or Gathering Space** Consult parish staff contact. Printing costs apply.

\_\_\_ **SMM School Newsletter** A newsletter is emailed to school families every Wednesday during the school year. Articles should be submitted via email to the principal, Kristina Fairweather, at [kfairweather@smcatholicschools.org](mailto:kfairweather@smcatholicschools.org) by Monday to appear in the Wednesday newsletter.

\_\_\_ **Religious Education/Youth Ministry** Information is sent out to parents of Religious Education students via email whenever the need arises. A separate email may be sent with approval of Amy Matz, Director. Contact her at [amatz@smcatholicschools.org](mailto:amatz@smcatholicschools.org).

\_\_\_ **Other** newspaper, radio, TV, etc. – with staff approval

### If you are using the Gathering Space and Reed Street entrance area:

The Gathering Space and the Reed Street entrance to church are places for parishioners to learn about/become involved in various parish projects. The Gathering Place is also a place to share fellowship.

\_\_\_ **Easel for Poster Display** A limited number of easels are located in the corner of the kitchenette off the Gathering Space. **For placement, please consider needed walking space for entering/exiting church.**

\_\_\_ **Large Bulletin Board** The bulletin board (approximately 3 x 6 feet) is located in Friendship Hall or the lower level of church. It may be reserved for display use by contacting Beckett Mathews at 729-4560 or [bmathews@smcatholicschools.org](mailto:bmathews@smcatholicschools.org).

\_\_\_ **Collection boxes or bins** Groups provide their own clearly labeled collection containers as needed for projects. Containers should be monitored and emptied regularly.

\_\_\_ **Tables** Card tables and rectangular tables (seat 6) may be used for displays and as sign-up tables. A limited number are located in the corner of the kitchenette off the Gathering Space.

\_\_\_ **Chairs and tables** Some folding chairs and rectangular tables for serving are located in the kitchenette off the Gathering Space with additional chairs and tables located in Friendship Hall. It is **extremely important** to always be aware of the potential need for a large number of people to exit the church in a safe manner so tables should be arranged to allow free flow to all exits. **All doorways and exits must be free of any obstruction at all times.** All tables and chairs must be returned or set up as you found them.

### When to Place Displays or Set Up for Receptions

In consideration of funerals and weddings, display tables and easels are to be set up after 4:00 pm on Saturday and taken down after 9:30 Mass on Sunday. Earlier setup on Friday morning may be arranged by contacting Beckett Mathews, at 729-4560 on Thursday prior to setup. **NO DISPLAYS** are allowed for Christmas and Easter as the Gathering Space is used for extra seating. Respect for other groups is shown by working around their already placed displays. Fr. Dennis reserves the option of moving displays as needed.

## SMM Project Planning Information

### If your project involves purchasing food/items:

Consult with your committee's parish staff contact person concerning:

- Approval of purchases
- Method of charging with parish credit card or for receiving reimbursement for purchases you make
- Tax exempt information (**Parish does not reimburse for state tax paid.**)

### If your project is collecting money:

Consult with your committee's parish staff contact person and Juanita Harder, Director of Business and Operations, concerning:

- Approval of project
- Collection beginning date: \_\_\_\_\_
- Collection completion date \_\_\_\_\_
- Possible creation of a special envelope to be used for the collection of funds that must include: **\*Name**                      **\* Envelope #**  
**\* Amount**   **\* Make check payable to:** \_\_\_\_\_
- Deposit procedures and parish account number for deposit of funds
- A note to money counters regarding any special handling of envelopes, such as: "do not count"; "give to \_\_\_\_\_"; deposit in account #\_\_\_\_\_"; etc.
- Anticipated date of disbursement of funds: \_\_\_\_\_

### If your project is collecting items:

Consult with your committee's staff contact person concerning:

- Approval of project
- Collection beginning date: \_\_\_\_\_
- Completion date: \_\_\_\_\_
- Storage needs during project
- Delivery of items to intended receiver

Containers for donations should be clearly marked and placed in the Gathering Space and at the Reed Street entrance. Committee members should monitor and empty containers regularly. Speak with your committee's staff contact person regarding possible storage areas.

### If your project involves a fundraiser/sale:

Consult with your committee's parish staff contact person concerning:

- Approval of project
- Date/dates and time of sale: \_\_\_\_\_
- Location: \_\_\_\_\_
- Startup money needs
- Disbursement of funds

Schedule building usage with Beckett Mathews, at 729-4560.

Make arrangements with Beckett 3-4 days in advance regarding:

- Pick up and return of keys
- Information regarding heating/air-conditioning needs

### If you are planning a parish program/presentation/social event:

Consult with your committee's parish staff contact person concerning:

- Approval of event
- Event name: \_\_\_\_\_
- Date and time: \_\_\_\_\_
- Location: \_\_\_\_\_
- If registrations are being taken, discuss the plan for receiving registrations:  
Contact person: \_\_\_\_\_  
Plan for receiving registrations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Stipend check for speaker
- Hospitality/refreshment budget
- Reimbursement for expenses

Schedule building usage Beckett Mathews, at 729-4560.

Make arrangements with Beckett 3-4 days in advance regarding:

- Pick up and return of keys
- Information regarding heating/air-conditioning needs
- Equipment needs (projector, screens, microphones, etc.)

## SMM Project Planning Information

### Bulletin, Insert, Newsletter and Pulpit Announcements General Information

- All information shared with the parish requires **approval of a parish staff member**.
- To assist you in informing the parish about your project, you may advertise for **3 weekends**. You may choose one method (bulletin or insert or pulpit announcement) for each weekend. (In addition, you may submit an ad to be put on the parish website and do a newsletter article if its publication fits your timeline.)
- All advertising is to be submitted in **final form by email** to Beckett Mathews, at [bmathews@smcatholicschools.org](mailto:bmathews@smcatholicschools.org) according to deadlines indicated below.
- Occasionally, more requests are received than can be accommodated so the parish office may need to edit your text or exclude some articles/announcements. Please be understanding of this rare necessity.
- For inserts, Beckett will run the 500 copies needed on Wednesday before the weekend inserted. Please offer to **assist with stuffing the insert** into the bulletin on Thursday or Friday morning.

#### Deadlines

**Bulletin Articles** – Due **Monday** at noon before the weekend it appears

**Pulpit Announcements**—Due **Tuesday** at noon before the weekend it is announced

**Bulletin Inserts** – Due **Tuesday** at noon before the weekend it is inserted with prior approval of the desired date for insert from Beckett, usually requested 2-3 weeks in advance

**Newsletter Articles** – **Wednesday** at noon on the last Wednesday of January, April, July, and October for distribution about 4 ½ weeks after the date the articles are due.

(updated 9-28-17)

550 Copies

@ \$ .08 = \$ 44.00

@ \$ .09 = \$ 49.50

@ \$ .10 = \$ 55.00

@ \$ .11 = \$ 60.50

@ \$ .12 = \$ 66.00

@ \$ .13 = \$ 71.50

@ \$ .17 = \$ 93.50

@ \$ .18 = \$ 99.00

See next page  
for costs of  
bulletin inserts.

## SMM Project Planning Information

### Insert Costs -- To Be Paid by Requesting Committee

Charge for staff placing insert in bulletin is \$25 per insert  
unless a volunteer does the work.

Charge for staff to collate booklet/pamphlet is \$50 per booklet/pamphlet  
unless a volunteer does the work.

### Per Sheet Charge for

Size	Paper	Ink	1-sided	2-sided
8½ x 11	white	black	\$ 0.08	\$ 0.10
8½ x 11	white	color	\$ 0.13	\$ 0.17
8½ x 11	colored	black	\$ 0.08	\$ 0.10
8½ x 11	colored	color	\$ 0.12	\$ 0.17
8½ x 14	white	black	\$ 0.09	\$ 0.11
8½ x 14	white	color	\$ 0.13	\$ 0.18
8½ x 14	colored	black	\$ 0.09	\$ 0.11
8½ x 14	colored	color	\$ 0.13	\$ 0.18
If available:				
8½ x 11 card	white	black	\$ 0.12	\$ 0.14
8½ x 11 card	white	color	\$ 0.16	\$ 0.21