

# Worksheets

## Worksheet 3 — Parish Contacts

**Contact People in Nearby Parishes (make additional copies as necessary)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Parish Affiliation: \_\_\_\_\_

Areas of assistance (spiritual advisor, food, transportation, etc)

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Parish Affiliation: \_\_\_\_\_

Areas of assistance (spiritual advisor, food, transportation, etc)

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# Worksheets

## Worksheet 4 — Campus Contacts

### Contact People on Campus (make additional copies as necessary)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Circle One: Faculty Staff Student

Areas of participation (faculty advisor, officer, team member, etc) and/or abilities/interests (campus newspaper contact, plays in campus band, facilitate bible study, web design and maintenance, etc.)

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Circle One: Faculty Staff Student

Areas of participation (faculty advisor, officer, team member, etc) and/or abilities/interests (campus newspaper contact, plays in campus band, facilitate bible study, web design and maintenance, etc.)

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# Worksheets

## Worksheet 5 — Advertising and Media Resources

### Newspapers/Newsletters/Websites (make additional copies as necessary)

Name of Paper, etc : \_\_\_\_\_

Name of Contact:: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Number of and Projected Publication Dates of Issues: \_\_\_\_\_

Deadlines to submit articles: \_\_\_\_\_

Other Information (cost, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Radio Stations (make additional copies as necessary)

Name and Frequency of Station : \_\_\_\_\_

Name of Contact:: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Deadlines to submit articles: \_\_\_\_\_

Other Information (cost, etc.) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Worksheets

## Worksheet 5 — Advertising and Media Resources

(Continued)

### Policies for posting and distributing flyers

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Information (where can you post, size of flyer, etc.) : \_\_\_\_\_

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# Worksheets

## Worksheet 6 — Rooms and Resources

### Reserving Rooms (make additional copies as necessary)

Name of Building (if applicable) : \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Deadlines to reserve rooms: \_\_\_\_\_

Other Information (different types of rooms, preferred rooms, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### On-Campus Mailboxes

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Information (cost, etc.) : \_\_\_\_\_

### Webspace

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_

Other Information (# of e-mails, amount of space allowed, cost, etc.) : \_\_\_\_\_

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\_\_\_\_\_