

LOCAL RETREAT SPONSOR/HOST PARISH OR COMMUNITY

Outline for Creating a Retreat Marketing Flyer and Registration Form

Goal: To work collaboratively to provide a clear marketing and registration process to reach as many women and parishes as possible.

1. You will create a flyer for local marketing which includes the following:
 - a. Parish/Organization invites you to...
 - b. Name of Event or Events
 - c. Cost, Day, Date, Start and End Time
 - d. Goals –clearly stated
 - e. Presenter or Retreat Facilitator
 - i. Sr. Paula Hagen, co-founder of *Ministry of Mother Sharing* and Retreat Director
 - f. Registration Process – be as clear as possible
 - i. One event/one day or one event/two days
 - ii. Child Care (if applicable) - Must pre-register with number and ages of children
 - iii. Cost: Give a registration deadline and increase cost for late registrations
 - iv. Checks: payable to parish only
 - v. Contact People
 1. Two names if possible
 2. Include phone and email
2. **Send an electronic copy at least 5 weeks before event date** - email flyer in original format (i.e. Word or Publisher) to Ministry Associate, at jglaraton@stpaulsmonastery.org
 - a. A marketing e-mail will be sent by *Ministry of Mothers Sharing* National Office 2 to 3 weeks before the event to our contacts in your surrounding area
 - b. A link to this flyer will be included in that marketing email
 - c. By sending us the flyer, you give us permission to revise it as needed to be consistent with all documents sent by our office.



Ministry of Mothers Sharing
An outreach ministry of the Sisters of St. Benedict of St. Paul's Monastery

