

# ADVENT 2018 | COMMUNICATIONS CHECKLIST

## ○ Monday, 12/03 – Wednesday, 12/05

### EMAIL

- Penance Services announcement
- Inspiration: "Why Confession" video by Chris Stefanick (<https://www.youtube.com/watch?v=ocjFAqSDrhk>)
- Immaculate Conception reminder
- Inspiration: Immaculate Conception video by Fr. Mike Schmitz (<https://media.ascensionpress.com/video/the-immaculate-conception-explained/>)

## ○ Tuesday, 12/04

### SITE

- Add Immaculate Conception, Our Lady of Guadalupe, & Christmas Masses times
- Add Advent Penance Service time(s)

## ○ Friday, 12/07

### TEXT

- Reminder about Immaculate Conception Masses

## ○ Monday, 12/10

### WEB

- Remove Immaculate Conception Mass times

## ○ Monday, 12/10 – Wednesday, 12/12

### EMAIL

- Our Lady of Guadalupe reminder
- Inspiration: Our Lady of Guadalupe video by St. Paul Center for Biblical Theology ([https://www.youtube.com/watch?v=Jp0aj\\_S2-bE](https://www.youtube.com/watch?v=Jp0aj_S2-bE))

## ○ Thursday, 12/13

### SITE

- Remove Our Lady of Guadalupe Mass times

## ○ Monday, 12/17 – Wednesday, 12/19

### EMAIL

- Christmas Masses information
- Inspiration: "Why Christmas should bother everybody" article by Bishop Robert Barron (<https://www.wordonfire.org/resources/article/why-christmas-should-bother-everybody/5349/>)

## ○ Monday, 12/24

### TEXT

- Reminder about Christmas Masses

## ○ Monday, 12/24 – Wednesday, 12/26

### EMAIL

- "Christmas Card" from Pastor

## ○ Tuesday, 12/25

### TEXT

- Merry Christmas!

## ○ Wednesday, 12/26

### SITE

- Remove Christmas Mass times

