

2012 CALENDAR FACT SHEET

The 2012 Parish Calendar features full color icons. Each day includes pertinent information such as Scripture readings, a fasting guide, the names of Saints in Greek and English, and links to related content on the Internet.

The calendar “backer” includes space for writing notes or important phone numbers. It also includes a list of national and religious holidays and observances. The open calendar will be approximately 19.5” high by 11” wide. Staple binding is used.

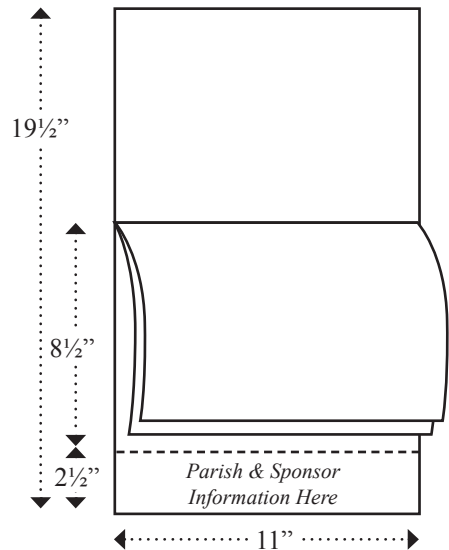
CUSTOMIZING YOUR PARISH AND SPONSOR INFORMATION ON THE CALENDAR

The calendar “backer” includes a flap where parish and sponsor information can be printed. When this flap is unfolded, it extends about 2 ½” below the bottom of the calendar so that, as the calendar is used throughout the year, the parish and sponsor information is always visible.

The calendars will arrive with this flap already scored and folded so that the calendar will fit in a standard 9” x 12” mailing envelope, thus no special calendar envelopes are needed.

The entire space on this flap can be used for the parish name and contact information, or it can be divided into two equal sections of 2 ½” x 5 ½” for both parish and sponsor information.

Your parish can include the Archdiocesan or Metropolis logo for no additional charge. If your parish or sponsor chooses to include any other logos or artwork, there will be an additional set-up fee of \$20 *per image*. **All custom logos or artwork should be sent as digital files to calendars@goarch.org.**



PLEASE NOTE

- The custom parish and sponsor information can be printed in black and white only.
- No logos, pre-formatted information, or ads will be processed until the order and payment are received.
- If you did not order last year or changes to your layout are requested, a proof of the backer will be sent to you for review and approval prior to printing. **If you do not receive an order confirmation and/or proof by October 15, 2011, please contact us to ensure your order has been processed.**

ORDERING

- The ordering deadline for the 2012 Calendar is **September 15, 2011**.
- Orders with payment received by **September 1** will receive a discount of \$.20 per calendar.
- Calendars will be shipped to the parishes by the first week of December 2011.

Please use the enclosed order form and mail your order and payment to the Department of Communications at the address on the order form. Forms and a sample can be found on the web

at <http://www.goarch.org/archdiocese/departments/communications/parishcalendars>.

PLEASE REMEMBER

SEPTEMBER 15, 2011 IS THE DEADLINE FOR ORDERING THE 2012 CALENDAR. NO ORDERS WILL BE TAKEN AFTER THIS DATE.

PAYMENT MUST BE INCLUDED WITH YOUR CALENDAR ORDER FOR IT TO BE PROCESSED.

For additional questions, please contact the Department of Communications at **212-774-0244** or by e-mail at calendars@goarch.org.