



# A QUICK AND PRACTICAL GUIDE TO DIOCESAN COMMUNICATIONS

**COURAGEOUSLY**  
*Living the Gospel*

## **ABOUT THE COMMUNICATIONS OFFICE**

We invite all to grow in relationship with Jesus Christ and one another and we partner with our parishes and schools to proclaim the Good News.

### *Contact Us!*

communicate@dosp.org ● 727-344-1611 ● [www.dosp.org/communications](http://www.dosp.org/communications)  
facebook.com/DioStPete ● [twitter.com/DioStPete](https://twitter.com/DioStPete) ● [instagram.com/diostpete](https://www.instagram.com/diostpete)

## **PROMOTING EVENTS**

*Please submit at least four weeks prior to your event.*

Suggest an Event  
[www.dosp.org/events](http://www.dosp.org/events)

Email a Press Release  
[tlp@dosp.org](mailto:tlp@dosp.org)

Email a Graphic for Social Media  
[SocialMedia@dosp.org](mailto:SocialMedia@dosp.org)

Submit to Bulletin Announcements  
[www.dosp.org/pastoralbulletin](http://www.dosp.org/pastoralbulletin)

Submit to Spirit FM 90.5  
[www.myspiritfm.com/calendar](http://www.myspiritfm.com/calendar)

Purchase Advertising on Spirit FM 90.5 (special rates for Catholic entities) [contact@myspiritfm.com](mailto:contact@myspiritfm.com)

## **CHANGES**

Please let us know ASAP if any of the following information changes so we can update internal contact lists, online parish finders, and other resources.

MASS, confession or adoration times  
PARISH website address  
PARISH physical or mailing address  
OFFICE phone number or email  
SCHOOL physical or mailing address  
NEW staff member or position  
PRIEST name, email, mailing address or phone number  
STAFF email or phone number  
PARISH or school social media and communication contacts

Send changes via email to [communicate@dosp.org](mailto:communicate@dosp.org).

## **QUICK FACTS**

If you are contacted by a representative of the media, call the Communications Office for assistance before responding.

If you would like to use any graphics created by the Communications Office, please email us so we can send you the best quality version of the graphic.

In order to capture the best photos, please use a camera rather than a phone, and do not edit or compress the photo before sending.

In order to use any photo or video of a clearly identifiable minor, a media release form must be on file with the parish, school, or diocesan office.

**MORE RESOURCES, TIPS & INFO:**

[www.dosp.org/communications-guide](http://www.dosp.org/communications-guide)