**Annual Diocesan Appeal Update**

Building Together in Faith

The Appeal Office has been preparing for the 2015/16 Annual Diocesan Appeal for a more effective beginning in September. Given that the office is closed for a month in the summer, it is necessary to begin our process now for a smoother start in the fall.

At this point we have:

* Sent out Parish lists for updates. Please ensure that they are returned to the office June 25, 2015.
* Updated three year Appeal Schedule (see attached)

Promotion plans include sending out the following in early September:

1. Envelope packages
2. Posters
3. DVD with four clips –(one for each week)
4. Appeal promotion materials for the first week, which will include speaker notes, prayers, background, etc.
5. Revised transmittal sheet, with formulas

We will send out materials each week to assist the parishes with promotion.

What we ask you to do:

* Return your updated parish lists by **date requested**
* Let us know number of posters needed (there will only be one size this year)
* Appoint and send in the name of an Appeal Contact Person for the parish
* Set up an Appeal Committee in the parish
* Find people who will be willing to do public promotion of the appeal in the parish
* Send pictures (electronically is best) of events in your parish and if you have a school, ask the school to do the same