



# Maine Needs Fatima

## Post your event on our website

### Would you like to have your event posted on our website?

Are you hosting your own Marian based event? Are you looking to invite like-minded individuals to your prayer group? Maine Needs Fatima Ministry can help by including your event on our website, and in some cases - highlight your event on our calendar page. If so, here are some guidelines to help you create a calendar entry for our site.

#### Send us an email:

In your email, we need the following information:

- **Who:** Who are you, what's your groups name.
- **What:** Provide a description of your event.
- **When:** What is the date and time of your event.
- **Where:** Where is your event going to occur.
- **FMI:** How to reach you for more information. Consider including an email and/or phone number.
- **Social Media links:** If you have a link to your event, include it here.
- **Cost:** Do you require a donation for your event. If it's free, let us know.

#### Include a photo and/or flyer: (optional)

Should we include your event in our "highlighted events", we need a photo and/or editable version of your flyer.

Photos will be cropped to a 16x9 format to fit into our rotating events display. Without a photo, we will create an image using part of your flyer (that's why we need it to be an editable version).

Should you include a flyer, viewers clicking on your image will be presented with a copy of your flyer directly to their computer or internet device.

#### Notes / Disclaimer:

1. *We use Microsoft Word with our documents. Your documentation should be in an MS WORD, or RTF format. We will not modify and/or edit Apple formatted documents. We also accept PDF formatted documents, however this will prevent us from creating a graphic if you do not include a photo.*
2. *Maine Needs Fatima Ministry does not guarantee inclusion of your event into our website, and is not responsible for errors or omissions should your event be included on our website.*

For more Information:

**Maine Needs Fatima Ministry – 207-615-0575**

[www.MaineNeedsFatima.org](http://www.MaineNeedsFatima.org)

Email To: [Webmaster@MaineNeedsFatima.org](mailto:Webmaster@MaineNeedsFatima.org)