



PRESENTS

HONORING THE PRIESTHOOD

A Special Event to Honor Priests and the Vocation of the Priesthood

Event Instructions

Before the Event

1. Present the idea to your parish priest and ask for specific dates and times.
2. Fill out the agreement form and fax to Ignatius Press five to six weeks before your scheduled event.
3. Advertise in your parish bulletin/school newsletter.
4. Place posters around your church and/or school.
5. Have an announcement made at all Masses two weeks ahead and the week of the event.
6. Ask one of your priests if they will offer the prayer at the event. Ask one of the priests if they would give a short talk about the priesthood – perhaps their own testimony
7. Decide if you would like to give the priest(s) a small gift such as a plaque or one of the Ignatius Press products.

The Day/Evening of the Event

1. Set up chairs, movie screen, DVD player, projector and speakers
2. Set up two rectangular tables in a prominent location for merchandise display and for taking orders. Ideal locations are either near the front of the room where speakers will be presenting, near the doorway where people will pass by, or next to refreshment tables.
3. You can make the display table more appealing with table cloths, flowers, etc. Use the posters to hang on the front of the table or to put up on the wall behind your sales area. You can use Post-it Notes as price tags on products.
4. Be sure Ignatius Press catalogs are on the display table. Have a tent card or sign nearby stating “You can also place orders tonight for anything from these catalogs with FREE SHIPPING.”
5. Place copies of the sales flyer (downloadable from the www.IPFundraisers.com Honoring the Priesthood website), and Special Event order form on every other chair. Have additional Special Event order forms at the sales table.
6. Place one of the included Holy Cards on every chair.
7. Sell products and take orders. Use the Special Event order forms. Collect all money at the time of sale or order – please be sure all customer checks are made payable to your organization.

After the Event

1. Organize any orders from your event. Fill out the Special Event Master Order form included (also available online at www.IPFundraisers.com and click on the Honoring the Priesthood icon).
2. Place orders by calling 1-800-322-1531 or e-mailing Neil: neil@intrepidgroup.com or Nadine: nadine@intrepidgroup.com or faxing to: 1-800-278-3566 and we will promptly send whatever product you need to fill those orders.
3. You will be responsible for sorting products and notifying customers for pick-up of orders placed.
4. You may *not* return any of the merchandise purchased for resale unless defective. If you receive any defective products, please notify us within 30 days.
5. Please remit a check to cover the discounted cost within six weeks of your Event. All payments must be in U.S. currency.
6. Please make your check payable to and mail to: Ignatius Press; PO Box 1339; Fort Collins, CO 80522.
7. If you have any questions, please contact Diane Hanson – dhanson@ignatius.com; 1-866-431-1531 x 5. Be sure to have your invoice or account number available.

THANK YOU FOR PARTNERING WITH IGNATIUS PRESS IN HONORING THE PRIESTHOOD!