

Dear Parish Points of Contact:

This year's Divine Mercy conference is going to be challenging in that we need **greater attendance** to cover the higher stipend of our great speaker, Jeff Cavins. At the same time, we need to control the number of tickets sold so we don't exceed the **Church capacity**. Your regular feedback of tickets sold will be necessary in case we have to suspend sales when/if we reach capacity.

We are also cutting back expenses on publicity materials and mailing expenses to, hopefully, make ends meet. Your word of mouth advertising and placement of bulletin announcements will be even more important than before. Please let us know when you get this letter and enclosed materials by sending an email to [info@DivineMercySacramento.org](mailto:info@DivineMercySacramento.org)

### **Enclosed Publicity Materials**

1. Two large color conference flyers
2. Your allotment of tickets (125% of last year's sales)
3. Cover Sheet & Accounting sheet for tracking ticket sales (This letter and on the reverse side)
4. Return Envelope for mailing back registration checks

### **Suggestions for Getting the Word Out**

1. Post large color flyers in two places or back to back in a window where people walk by.
2. Request an ad(s) in your church bulletin and/or Mass announcement(s). (See sample wording below.)
3. Set up an information table after mass and speak to other ministries at your parish about the conference. (Additional publicity flyers are available on our web site at [www.DivineMercySacramento.org](http://www.DivineMercySacramento.org) or email us at [info@DivineMercySacramento.org](mailto:info@DivineMercySacramento.org) or call Grace Neel at 916-259-2391.)
4. Emphasize the anticipated "sellout" and early purchase of tickets for \$20 advanced (\$25 at the door if tickets are still available).

### **Sample Bulletin/Mass Announcement**

The 12<sup>th</sup> annual Divine Mercy Conference will be held on Saturday, October 7, 2017 at Divine Mercy Parish, 2231 Club Center Drive, Sacramento, CA 95835. Speakers include Jeff Cavins of the Great Adventure Bible series and Sister Confida Gilera from St. Faustina's convent in Boston. This is expected to be a "sellout" so get your discount tickets early and don't be disappointed. For tickets call (Insert your name and phone number here.) Tickets are \$20 in advance or \$25 at door (if still available). **More information at [DivineMercySacramento.org](http://DivineMercySacramento.org) or call Grace Neel at 916-259-2391.**

### **Registration**

*There are three ways to pay the registration fee:*

1. Buy ticket from your parish POC at the discount price of \$20
2. Visit our web site at [www.DivineMercySacramento.org](http://www.DivineMercySacramento.org) and click the conference link for online registration and payment through PayPal. (You do not need a PayPal account, just a charge card)
3. Pay \$25 at door (If tickets are still available)

If you are from out of town and wish to stay with one of our DMSN members, please contact Mellie at 916-541-5142 or Tess at 916-933-5007. They can also give you hotel information that is in close proximity to Divine Mercy Parish.

Thank you for helping spread the message of God's infinite mercy and thank you again for being our Parish Point of Contact. **YOU ARE GREATLY NEEDED AND APPRECIATED!**

## Divine Mercy Conference Ticket Accountability Sheet

<b>Parish Name</b>	<b>POC Name</b>
<b>Ticket #                    -to-</b>	<b>POC Telephone</b>

**Instructions for Completing Ticket Accountability Sheet:**

- Record **ticket number** in first column
- Circle** whether transaction type, is **cash or check** along with dollar amount in corresponding column
- Record **check number and buyers name** in the Check#- Buyer's Name Column
- Total amounts** at the bottom of the form in each column and submit on or before October 5, 2017

*(See Sample Accountability Sheet at Bottom of Page)*

Ticket#	Type of Transaction (Circle One: Cash or Check)					Check#- Buyer's Name
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	
	Cash	\$	or	Check	\$	

---

<b>TOTALS:    CASH \$</b>	<b>CHECKS \$</b>	<b>GRAND TOTAL \$</b>
---------------------------	------------------	-----------------------

---

  

Don't forget to include totals

Write a personal check for any cash received and send all checks to:

**DIVINE MERCY SACRAMENTO, P.O. BOX 124, SHINGLE SPRINGS, CA 95682**

**SAMPLE: Divine Mercy Conference Ticket Accountability Sheet**

Ticket#	Type of Transaction (Circle One: Cash or Check)					Check#- Buyer's Name
3200	Cash	\$	or	Check	\$20	#4562 Chuck Jones
3201	Cash	\$40	or	Check	\$	Bill & Mary Smith
3202	Cash	\$	or	Check	\$40	#8944 Jim Taylor
3203	Cash	\$20	or	Check	\$	Max McGee
3204	Cash	\$20	or	Check	\$	Sally James

---

<b>TOTALS:    CASH \$80</b>	<b>CHECKS \$60</b>	<b>GRAND TOTAL \$140</b>
-----------------------------	--------------------	--------------------------

---