



Memo

Date: November 14, 2016

To: Pastors, Parochial Vicars, Deacons, Religious Brothers and Sisters, Department Heads and Cultural Ministries Coordinators

From: Jairo Martinez, Director, Office of Intercultural and Ethnic Diversity

Re: 2017 Archdiocesan Intercultural Calendar

The Office of Intercultural and Ethnic Diversity (OIED) is compiling information of cultural activities and celebrations from parishes, missions, schools, groups, movements and archdiocesan offices to create the first edition of the **2017 Archdiocesan Intercultural Calendar**.

This calendar will be a useful tool for you and your community to get a general overview of the different cultural activities and celebrations around the Archdiocese of Atlanta, disseminate information through your system, as well as use for your own planning of activities and celebrations.

If your parish is planning any cultural/ethnic activity or celebration, please submit your information no later than **NOVEMBER 28, 2016** to our office by email at gmulero@archatl.com. For questions or more information, please contact Gracie Mulero **404-920-7580**.

Please use the following format to provide information of the events/celebrations you will be hosting. Please do not worry if you don't have all the details-send us what you have at this time:

- Name of parish/mission/school/group/movement or archdiocesan office
- Name of the activity or celebration
- Date(s) of the event or celebration
- Starting and ending times
- Address
- Name of contact person
- For more information: phone number, email and/or website
- Event or celebration description

It is our goal to send you the finished calendar before **December 16, 2016**. The calendar's information will be available in a list format for your convenience and it can be used to cut and paste in your weekly announcements and parish bulletins.

Thank you for your collaboration.