

COMMUNICATIONS DEPARTMENT GUIDE

How to help us help you



DEPARTMENT CONTACTS:

communications@stjosephholdings.com



GAVIN WINKLE

Director of Communications

gwinkle@stjosephholdings.com



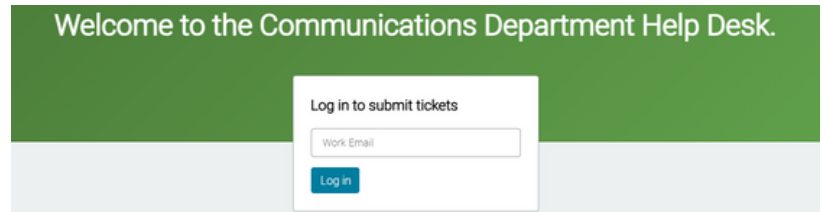
MICHELLE WHIPPLE

Communications Coordinator

mwhipple@stjosephholdings.com

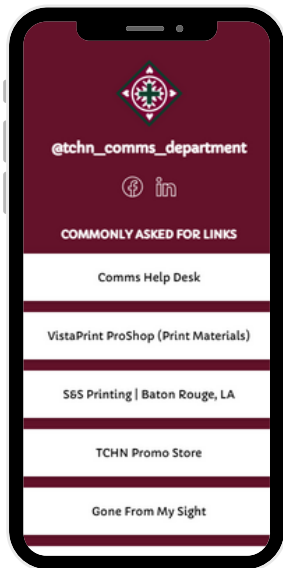
COMMS DEPT. TICKET SYSTEM:

If you are in need of communications-related assistance, a ticket is **required** to be placed: [Comms Ticket System](#). This helps us stay organized, so we can fulfill your request as quickly as possible.



COMMS DEPT. LINK TREE:

The Communications Department has a [link tree](#) that can be found in the team's signatures. This link tree has all the commonly asked for links all in one place for your convenience:

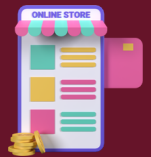


- TCHN Social Accounts
- [Comms Help Desk](#)
- [VistaPrint ProShop](#)
- [S&S Printing](#)
- [TCHN Promo Store](#)
- [Gone From My Sight](#)
- [The 11th Hour](#)
- [5 Wishes](#)
- [Health Observances](#)
- [Trella Health](#)
- [Trella Health Guide](#)
- Quarterly Newsletters
- [Educational Videos](#)

ORDERING MATERIALS:

Print materials & promo items:

Please reach out to comms for items not found on the sites below (tablecloths, banners, magnetic badges, etc).



VistaPrint ProShop:

- Flyers, brochures & rack cards
- Promo Items
- Pocket folders
- **Free shipping on orders over \$50!**
- **Note:** VistaPrint is still a work in progress. If you don't see what you are looking for, you will need to order from S&S Printing for the time being

S&S Printing Baton Rouge

- Business cards
- Laminated name tags
- Letterhead & envelopes
- Brochures & rack cards
- Flyers
- 2-Part forms
- And more

TCHN Promo Store

- Pens & sticky notes
- Cups & koozies
- Stress balls
- Pill planners
- Clothing items
- Hand sanitizers
- Much more!

USE OF LOGOS POLICY & SOCIAL MEDIA:

- Our logos are the single most visible symbol of The Carpenter Health Network and the unifying connection between all entities within the network. As such, all logos and brand colors shall be rendered and applied consistently by all locations and departments.
- No employee or vendor is authorized to use, create, apply or alter logos, company names or branding in any fashion independent of the coordination and authorization of the Communications Department.

ADDITIONAL INFORMATION:

- Department | location directors are responsible for ordering supplies needed. The Communications Department is not responsible for a location's lack of materials. If you need assistance with an order or placing an order, you need to place a ticket into our ticket system. Orders need approval from department | location director as they will be charged for the materials.
- We have re-started quarterly drop shipments for promo items. Order forms are sent to Executive Directors.
- Print materials take 4-6 business days to arrive from VistaPrint. Promo items take 3-4 weeks from the Promo Store. Plan accordingly.