BULLETIN ANNOUNCEMENT REQUEST FORMS

ALL BULLETIN ANNOUNCEMENT REQUESTS MUST BE TURNED INTO THE PARISH OFFICE USING THIS FORM; COMPLETELY FILLED OUT WITH THE EXCEPTION OF THE "OFFICE ONLY" AREA. ANNOUNCMENTS ARE DUE TWO WEEKS PRIOR OF DATE OF PUBLICATION. IF YOUR GROUP IS MEETING WEEKLY OR MONTHLY, YOU MUST SUBMIT A CALENDAR OF MEETING DATES TO THE OFFICE TO BE INCLUDED IN THE MAIN CALENDAR AND BULLETIN. THE INFO REQUESTED BELOW IS FOR SPECIAL EVENTS OR ANNOUNCEMENTS.

DATE SUBMITTED TO THE PARISH OFFICE >>>>>>>>>>>	
NAME OF PERSON MAKING REQUEST >>>>>>>>>>>>>>	
PHONE NUMBER >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
EMAIL ADDRESS >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
NAME/TITLE OF EVENT >>>>>>>>>>>>>>>>>>>>>>>>>	
EVENT CONTACT PERSON(S) NAME & PHONE NUMBER >>	
START DATE OF EVENT >>>>>>>>>>>>>>>>>>>>>>>>>	
TIME OF EVENT >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
LOCATION OF EVENT >>>>>>>>>>>>>>>>>>>>>>>>>>	
IF THIS IS A CONTINUING EVENT, PLEASE NOTE THE DURATION OF THE PROGRAM, AND THE END DATE.>>	
ARE TICKET SALES REQUIRED? DATES REQUESTED >>>	
COST OF EVENT >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	
DO YOU HAVE A PREPARED ANNOUNCEMENT OR FLYER? IF SO PLEASE ATTACH TO THIS REQUEST. All ANNOUNCEMENTS ARE SUBJECT TO APPROVAL. YOU MAY BE ASKED TO EMAIL A CAMERA READY FLYER TO THE OFFICE. IF YOU DO NOT, THE BULLETIN EDITOR WILL PUT TOGETHER AN ANNOUNCEMENT FROM THE INFO PROVIDED ON THIS SHEET. SPECIAL NOTATIONS MAY BE MADE IN THE EMPTY BOX TO THE RIGHT >>>>>>>>	

FOR OFFICE USE ONLY	PLEASE COMPLETE
Date Received in Office:	Announcement Approved (Please Circle) YES YES (Edited) NO
Announcement Given to Bulletin Editor? YES or NO	Event Posted In Main Calendar (subject to availability) by:
Publication Dates:	Ticket Sales Dates in Calendar by:
Copy of Approval back to requesting group.	Copy to be kept on file in front office.
Signature of Pastor/Office Manager >>>>>>>>>>>>>>>	