



REQUEST: BULLETIN CONTENT

Guideline Information for all Submissions:

- Requests **MUST** be received by 9:00 am the Monday prior to that weekend's bulletin. Exceptions cannot be made for late-arriving material. Earlier is better! If holiday printing schedules require a modified deadline, it will be publicized at least 2 weeks in advance.
- Request must be submitted as you would like them to appear. All requests are considered, however, they are subject to editing, and their publication in specific bulletins is not always guaranteed.
- Please be brief (ie: Who, What, Where, When, Why, Contact Information).
- Requests must be made through the designated form (Paper or Electronic) to ensure all the necessary information is received prior to the submission deadline. Emails will not be accepted if the form is not attached.
- We are not accepting requests for bulletin inserts or full pages at this time.

REQUEST FOR BULLETIN CONTENT			
<i>Parish Ministry (If applicable):</i>			
<i>Submitted By:</i>		<i>Date Submitted:</i>	
<i>Phone Number:</i>		<i>Email:</i>	
<i>Dates for Publishing:</i>			
PLEASE PRINT ARTICLE BELOW			