

To all parish organization:

To better disseminate the information for the organizations of the church. Please use the following form when submitting information for the bulletin. Information for the bulletin will have a two-week run date. That would be one week before the date it will take place and the week it takes place. Note that it would be extremely helpful to have the information one week before the run date. Please note that information; may be sent via e-mail but that all information sent this way must reach the parish office by 2 pm on Fridays. Normal deadline for articles for the bulletin is 2 pm on Mondays otherwise. When submitting via e-mail, please be sure to use the format listed. There are times when a full page is requested; when that takes place, information must be submitted one month in advance. Information for the bulletin **must be typed** with a contact name and phone number. Information for the bulletin will be placed according to space and is subject to editing.

The form is designed that you can fill in the information and simply type it out.

Organization name: _____

Contact person: _____

Date article is to appear: _____

Title: _____

Announcement _____