

*For the Weekend of: _____
Date

BULLETIN ITEM SUBMISSION FORM

Purpose: The Parish Bulletin is intended to keep parishioners apprised of current and future activities within the Parish and surrounding area.

Instructions: State the facts (who, what, when, where, why, how) by using the prompts provided OR in short sentences (and brief paragraphs) using clear, concise, simple wording. * **indicates a required field**.

Bulletin deadline is Tuesday Noon in the Parish Office.

*Submitter's Name: _____ *Daytime Phone: _____

E-mail Address: _____

Sponsoring Group Name: _____

Event Name: _____

Event Day & Date: _____

Event Time: _____

Event Location: _____

Event Cost: _____

Event Description (what is happening): _____

Event Purpose: _____

Event Contact Person: _____

-Their Contact Info. (Phone/e-mail address): _____

OR Write Your Own Article:

N.B. Editors will make every attempt to publish all information received by the deadline but reserve the right to edit for length and grammar. Editors have the final say on what is published. Please use a second sheet, if necessary.