

# Bulletin Submission Request Form

Please be sure to fill this form out in its entirety. Requests must be submitted 2-3 weeks in advance before event is to begin. Upon receipt of this form by the office staff, content will be reviewed for message conciseness and clarity and message location availability will be reviewed. *Please allow a minimum of 24-48 hours for decision*. You will be notified via email. **Please email completed form along with a word document of what you wish to be communicated.** Send email to: [relliott@staloyshickory.org](mailto:relliott@staloyshickory.org)

**\*Required**

Name of Requestor: \* \_\_\_\_\_

Requestors Email: \* \_\_\_\_\_

Requestors Phone #: \* \_\_\_\_\_

## **EVENT DETAILS**

Event Name: \* \_\_\_\_\_

Event Date: \* \_\_\_\_\_ Event Time(s): \* \_\_\_\_\_

## **TIMELINE**

How long do you wish to have this promoted (Max of 30 days): \* \_\_\_\_\_

Promotion start date: \* \_\_\_\_\_

Promotion end date: \* \_\_\_\_\_

## **Internal Use**

Received on: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

St. Aloysius Catholic Church administration reserve the right to make changes to this request in order to maintain and uphold Diocesan and International Copyright Laws. Revision 3/21/2019