



BULLETIN SUBMISSION REQUEST FORM

Please complete this form in its entirety. Requests must be submitted 2-3 weeks in advance of your event date. Upon receipt of this form by the Office Manager, content will be reviewed. If for any reason we are unable to include your submission in our bulletin, you will be notified via email. Please email this completed form along with a MS Word file of what you wish to be communicated in the bulletin. Please send the email to nccook@staloyysiushickory.org

***Required**

Name of Requestor: * _____

Requestor's Email: * _____

Requestor's Phone #: * _____

EVENT DETAILS

Event Name: * _____

Event Date: * _____ Event Time(s): * _____

TIMELINE

The maximum promotion time for any bulletin submission is 30 days and only as space allows.

Promotion start date: * _____

Promotion end date: * _____

Internal Use Only:

Received on: _____

Staff Signature: _____

St. Aloysius Catholic Church's administration reserves the right to make changes to your bulletin submission for content and space limitations.