

# Bulletin Submission

In an effort to make sure that information printed in our bulletin is as accurate as possible, requests must be made in writing. Forms can be turned into the church office or e-mailed to the office staff. Forms can be picked up at the church office, the back of the church, or on our website [www.sjv-bc.com](http://www.sjv-bc.com) under the "Forms" tab. Email office manager at [sjvcbk@gmail.com](mailto:sjvcbk@gmail.com).

**Bulletin Announcement Deadline:** All bulletin announcements are due by Tuesday at noon. Bulletins are prepared a week in advance and printed on Monday. These will go in the next week, not the current week. Any item submitted to the Parish Office after this designated time will be included in the following weekend's church bulletin, as space permits.

**Bulletin Announcement Content:** Announcements will be placed on a first-come/first-served, basis. Bulletin space is limited and all items submitted are subject to editing for content and size. All submissions may be reviewed by Father John Payne for approval.

## Bulletin Announcement Form

Please supply the following information.

Has the event been approved and put on the church calendar?      Yes      No

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event Name / Topic: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Cost: \_\_\_\_\_

Event Details or announcement as you would like it to appear: \_\_\_\_\_

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Dates you wish the announcement to be included:

Start: \_\_\_\_\_ End: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact E-mail address: \_\_\_\_\_