

Bulletin Submission

In an effort to make sure that information printed in our bulletin is as accurate as possible, we are updating our announcement submission process. Requests must be made in writing and can be turned into the church office or e-mailed to svj.beckyschultz@gmail.com. Forms can be picked up at the church office, the back of the church, or on our website www.svj-bc.com under the "Forms" tab.

Bulletin Announcement Deadline: Information deadline for consideration of church bulletin announcements is **Monday by 11:00 am**, at the latest, to be certain it will be posted for the upcoming weekend's church bulletin. Any item submitted to the Parish Office after this designated time will be included in the following weekend's church bulletin (if 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 Emanuel Tanu 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:

Dates you wish the announcement to be included:

Start _____ End _____

Contact Person _____

Contact Phone # _____

Contact E-mail address _____