

Bulletin Announcement Request Form

Important – Please read our Bulletin Submission Guidelines before completing this form.

Date(s) To Run Announcement:

Person Submitting Request:

Email Address of Person Requesting:

PLEASE INCLUDE THE FOLLOWING IN YOUR ANNOUNCEMENT:

Event Title:

What:

When:

Where:

Time:

FOR MORE INFORMATION CONTACT: (REQUIRED)

Name:

Phone:

Email:

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED
(WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT):

PLEASE **EMAIL** COMPLETED FORM ALONG WITH ANY PHOTOS OR CLIPART TO
BULLETIN@STMARYCHARLOTTE.ORG.