

WEEKLY BULLETIN REQUEST FORM

Your Name: _____ Date submitted: _____

Department/Ministry: _____

Date (s) announcement is requested to be in the bulletin: _____

Please write out your entire announcement.

Make sure you include: WHO? WHAT? WHEN? WHERE? COST?

- * **PLEASE NOTE: All activities and events must be approved BEFORE they can be posted in the bulletin.**
- * **Submit all bulletin requests to the office no later than the Tuesday prior to the date of the bulletin. Thank you!**