



Request for Article or Insert Church Bulletin

Organization/Committee

Organization/Committee Name _____

Contact Person (person requesting) _____

Contact Person Home/Cell Phone Number _____

Contact Person Email Address _____

Request

Are you requesting (choose one option ONLY):

_____ Bulletin Article

_____ Bulletin Insert

_____ Church Announcement

What is your request for?

How will this benefit the Parish, the organization, or the community?

Date(s) you are requesting? _____

All requests **MUST BE** submitted five weeks prior to your request date.

Parish Office Documentation:

Date Received_____

Received By_____

Approved By_____

Name of Person Who Was Contacted_____

If Not Approved, Reason
