



BULLETIN ITEM SUBMISSION FORM

Print off form, drop off or mail to Holy Family Area Office, 512 Black Oak Ave, Montevideo, MN 56265 or Fill-in, Save & e-mail to secretary@holyfamilyarea.org

CONTACT INFORMATION: <i>(If contact information is not supplied, your item will <u>not</u> be considered.)</i>			
Name:		Phone:	
Email Address:			
NAME OF ITEM FOR BULLETIN: <i>(i.e. Mark your Calendars, KC Meeting, or Fall Fundraiser, etc)</i>			
<p>THIS FORM MUST BE RETURNED BY DEADLINE - MONDAY NOON</p> <p>IF THIS EVENT REQUIRES MEETING SPACE AT ONE OF THE AREA CHURCHES, HAVE YOU RESERVED A MEETING PLACE ON THE CHURCH CALENDAR? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="color: red; text-align: center;">If no meeting location has been reserved you <u>cannot</u> hold your meeting at the church.</p>			
<p><u>INFORMATION YOU WANT IN THE BULLETIN.</u> <i>(Please limit to 100 words or less).</i></p> <ul style="list-style-type: none"> - We reserve the right to edit all submissions to fit space available and in proportion to other parishes/ items. - Please be concise (bullets & highlights are easier read than long paragraphs). - Please check with persons named in submission to make SURE they are OK with having it published. - Check facts, contact points etc. so errors are not printed. - Be clear what parish(es) the item is about or contact people are from. 			
List TWO bulletin dates if material pertains to Holy Family Area or is appropriate. Specific bulletin dates must be supplied or it will be entered only once in the upcoming bulletin.			
1 st bulletin date:		2 nd bulletin date:	

PLEASE NOTE: *Submitting this form does not guarantee your item will be in the bulletin. All submissions must be approved. Thank you. Sorry, no advertising 'for profit' will be accepted.*

FOR OFFICE USE ONLY:		Confirmed on calendar _____
Received by office: _____	Put in Bulletin: _____	Previously reserved on calendar? Y/N _____
Date	Date	