BULLETIN AND PULPIT ANNOUNCEMENT REQUEST FORM

Name of Person Requesting:_____

Phone Number or Extension:_____ Email:_____

Date Requested:_____ Publication Date of Bulletin:_____
(Sunday month and day)

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PLEASE CIRCLE OR HIGHLIGHT REQUEST:

Bulletin Announcement Correction Pulpit Announcement

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IN THE SPACE PROVIDED INSERT THE BULLETIN ANNOUNCEMENT OR CORRECTION:

TITLE
The announcement should not be larger than this sample (3 1/2" X 3").

Enter only the most pertinent information so that it will fit in the space provided.

Space is limited and will include any picture icon used.

Anything larger than this size will have to be an insert. We are limited to 4 inserts (2 pages/front & back per page). For more information on inserts, contact Monica Reilly at mreilly@smcchurch.org

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IN THE SPACE PROVIDED INSERT THE PULPIT ANNOUNCEMENT:
Pulpit announcements should not be more than 4 lines long.

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TO BE COMPLETED BY PASTORAL OFFICE:

Date Received:_____ Publication Date:_____

Received by:_____ Date Acknowledged:_____

Revised: 06/01/09