

BULLETIN SUBMISSION FORM



Publication Date:

Submitted by:

Contact:

All submissions are due **10 days prior to publication date by NOON on Thursdays**. Due to volume, late forms will NOT be accepted. *Please note: submission is only given priority 2 weeks before the event/start date.*

Please email form to Sarah Oprean at soprean@stbrendans.net and name your file in the following format:

"Bulletin + Ministry Name + Date to be Published"

Example: 'Bulletin Women's Club 1/31/2017'

PLEASE FORMAT YOUR SUBJECT LINE IN THE SAME WAY.

Publication dates are based on the Sunday date of publication.

Improperly formatted submissions may be missed by our electronic filters, and can result in your request being overlooked.

- Standard Announcement
- *Bulletin Ad
- Attachments Included

Title: *(Text here)*

Date & Time: *(Text here)*

Location: *(Text here)*

Optional 1 - 2 Line Description: *(Text here)*

Contact Information: *(Text here)*

*Bulletin Ad sizes are subject to availability

Please contact Sarah Oprean at soprean@stbrendans.net or 614.876.1272 ex 221 with questions.