

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 Melissa Zuk at mzuk@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
- Attachemnts Included

Title:

Date & Time:

Location:

Optional 1 - 2 Line Description:

Contact Infomation:

*Bulletin Ad sizes are subject to availability

Please contact Melissa Zuk at mzuk@stbrendans.net or 614.876.1272 ex 221 with questions.