

**St Anna's Catholic Church
Bulletin Announcement Form**

Organization having event: _____

What is going to take place at the event? _____

When is it going to take place? _____

Where will it happen*? (Include either the room #, cross streets, or address) *If event is taking place at St Anna's, please make sure the facilities need have been reserved BEFORE this for is submitted.

Why would I want to attend the event? _____

Is there a cost for the program? Yes ____ No ____ How much? _____

For more information who do I contact? (Name, phone, email, or website)

Email address: _____

Announcement: Please include the above information in your announcement.

Announcements only run for up to THREE weeks. If you are soliciting help with a function or require an advanced reservation/registration, you may submit your announcement up to SEVEN (7) weeks before the event. You then skip a week when scheduling the announcement for your event.

DATES TO RUN IN THE BULLETIN:

WEEK OF: _____

WEEK OF: _____

WEEK OF: _____

Bulletin space is limited and all items submitted are subject to editing for content and size. This form can be received and submitted via e-mail, by writing to stannasec@windstream.net.

Must be in to the parish office by 12:00pm (NOON) on Friday ONE WEEK PRIOR to the date in which you would like to include the bulletin announcement.