



**ST. LUKE AND ST. BERNARDINE
PARISH**

Request for Announcement in Parish Media

Please submit this to the Communications Coordinator, Rachel Huser at rhuser@stlstbparish.org by the end of the day on the Monday before. For example, if you want to see your article/event published in the June 25, 2023, bulletin, you must submit this form by the end of the day on Monday, June 19. **Deadlines change during the holiday and Easter seasons. Please see current bulletins for those deadlines.**

Request Details				
Request Date				
Requestor Name				
Requestor Contact	Phone			
	Email			
Event Information				
Sponsoring Ministry/Group				
Event Title				
Date(s)/Time	Date(s)		Time	
Is this a parish event or one associated with an affiliated organization? (See guidelines)				
Event details (include location here)				
Purpose of event				
Respond to/by when				
Which parish media would you like your article to be in? (Check all that apply)	Bulletin	Facebook		
	Newsletter	Instagram		
	Mass announcements			
Other Information to include in the article				