



ST. CLARE OF ASSISI
Bulletin Article Request Form 2022-2023

BULLETIN ARTICLES:

- ❖ Submit requests to the office **at least 3 WEEKENDS PRIOR** to the article appearing in the bulletin.
- ❖ Submit hard copy to the office or via email.
 - Form only, submit hard copy to the office **or** via email to sbews@stcpaz.org
 - Form with attachment, submit via email to sbews@stcpaz.org
- ❖ Questions - Stephanie Bews (623) 975-5616
- ❖ We reserve the right to edit articles when space is limited or the message is not clear.

PLEASE PRINT CLEARLY

PUBLISH DATE(S): Weekend Dates (*maximum 2 consecutive weekends*): _____

WHO: Name or Organization

WHAT: Describe the Event in a brief paragraph format. *Include attachment if necessary.*

WHEN: Date(s) and Time(s) of the Event(s) *Including start and end times.*

WHERE: In Church, Palo Verde Walkway, Narthex, Hall, Parking lot, Offsite, etc.

WHY: An Invitation? Required? For Raising Funds? Etc.

Date submitted: _____//_____/____/_____

Submitted by (please print): _____

E-mail: _____

Phone Number: (_____) _____ - _____