

BULLETIN ARTICLE/INSERT REQUEST FORM

Today's Date: _____ Date received by Parish Office: _____

Articles for our Weekend Bulletin must be submitted in writing by **Wednesday, 4:00 pm, 10 days** prior to the SUNDAY IT SHOULD FIRST APPEAR. Please turn in the article 2 days earlier in case of a holiday. Bulletin Contact: Lisa Isherwood. Contact her at: LIsherwood@StMaryMagdalen.org

Date(s) Requested: _____ (An article may be published no more than 2 times in the bulletin).

Name: _____ Daytime Phone: _____
Evening Phone: _____

I am requesting space for the following:

- Bulletin Article Please translate into Spanish
- Bulletin Flyer (Must schedule in advance with Jo Ann Kuhn (407.831.1212). Only 2 flyers per bulletin per week. Please submit using Microsoft Word.)

**Article should read:

Approximate size should be 5-6 lines, 11 point font, Times New Roman (including heading).

See sample on the right . . .

FRIENDLY REMINDER:

To all Members of Councils and Commissions and Ministry contacts/volunteer coordinators: our annual Parish Leadership Development Day will be Tuesday, September 13, at 7pm – 9pm in the Parish Life Center.

*** All articles are subject to space availability. There is a priority level for space in the bulletin. The first level is parish ministries, the second level of priority is recognized parish organizations with programs occurring at St. Mary Magdalen Parish, the third level of priority is Catholic opportunities within Seminole County and fourth level is Catholic (Diocesan-wide) opportunities. Articles may be edited at the discretion/availability of space by the appropriate ministry area staff person.*

- If the article is a request for disciples (volunteers), please see Melissa Findley, Steward for Time & Talent for approval (restrictions may apply).
- If the article is a request for money, please see Lois Locey, Pastoral Associate, for an application and approval. (Requires special permission from the Finance Council and permission will be granted to recognized parish organizations only. There is a limit to the amount of Fundraisers and advertisements per year.)

Requested by: _____ (Ministry Area leader)

Contact Information: Phone: _____

Email: _____