

# **SOV Sunday Bulletin**

## **Notice, Article, & Ad Deadlines**

**Notice or Article (about a meeting, a need, etc.):** Due two Wednesdays before the weekend you want it in the bulletin.

**Ad (for a parish event or fund raiser):** Due six weeks before the **date of the event**.

Please complete the following and submit by email to [sov@sonic.net](mailto:sov@sonic.net), in a Word document, if possible. If you need to submit a hard copy, please print all information here and attach it.

Date submitted: \_\_\_\_\_

Bulletin Date(s) to be published (or note frequency if it's to be repeated regularly):  
\_\_\_\_\_  
\_\_\_\_\_

Headline suggestion: \_\_\_\_\_

Information required:

Time of event/meeting: \_\_\_\_\_ Date of event/meeting: \_\_\_\_\_

Place/Location: \_\_\_\_\_

Street address if other than Star of the Valley or Msgr. Fahey Parish Center:  
\_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_ RSVP Deadline: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Explanation or descriptive wording for text (The office staff will edit as needed for the bulletin):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your email: \_\_\_\_\_

*Your name and contact information will not be included in the bulletin unless you're the contact person, and will only be used if we have any questions about this submission.*

If you have artwork or a flyer for consideration, please complete this form and attach or include it with your submission.

Submit to the office staff at Star of the Valley Parish Office by email to: [sov@sonic.net](mailto:sov@sonic.net), or in person during regular office hours, Monday–Friday, 8:30 a.m.–2:30 p.m.