

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, 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, or in person during regular office hours, Monday–Friday, 8:30 a.m.–2:30 p.m.