

EVENT / BULLETIN ANNOUNCEMENT

Please make sure to check the availability of the time and place at the rectory office for your event. Each organization is responsible for cleaning up, taking out trash, turning off lights and checking doors before leaving. Please submit this form at least two weeks prior to your event so it can be included in our weekly bulletin.

Event: _____

Event Date(s): _____ Event Time(s): _____

(If this is a repeat event, please list all dates and times above)

Organization: _____

Contact Person: _____

Home Number: _____ Cell Number: _____

E-Mail: _____

Description or Announcement (or attach flyer) _____

Set-Up Time: _____ to _____ (start time)

Clean-Up Time: _____ (end time) to _____

Person(s) responsible for set-up (Name and Phone Numbers):

Person(s) responsible for clean-up (Name and Phone Numbers):

Office Use:

Bulletin for Week(s) of: _____

Location: _____

Other: _____