

## Bulletin Announcement Form

Organization having event: \_\_\_\_\_

What is going to take place at the event? \_\_\_\_\_

When is it going to take place? \_\_\_\_\_

Where will it happen\*? (Include either the room #, cross streets, or address) \*If event is taking place at HSCC, please make sure the facilities need have been reserved BEFORE this for is submitted.

\_\_\_\_\_

Why would I want to attend the event? \_\_\_\_\_

Is there a cost for the program? Yes \_\_\_ No \_\_\_ How much? \_\_\_\_\_

For more information who do I contact? (Name, phone, email, or website)

\_\_\_\_\_

Email address: \_\_\_\_\_

Announcement: Please include the above information in your announcement.

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Announcements only run for up to THREE weeks. If you are soliciting help with a function or require an advanced reservation/registration, you may submit your announcement up to SEVEN (7) weeks before the event. You then skip a week when scheduling the announcement for your event. DATES TO RUN IN THE BULLETIN:

WEEK OF: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

WEEK OF: \_\_\_\_\_

This form can be received and submitted via e-mail, by writing to [jkvietkus@hscatl.com](mailto:jkvietkus@hscatl.com).

Must be in to the parish office by 12:00pm (NOON) on Friday ONE WEEK PRIOR to the date in which you would like to advertise.