

**BULLETIN ANNOUNCEMENT REQUEST FORM**

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

TO BE INCLUDED IN BULLETIN FOR: \_\_\_\_\_ (Date)  
Please submit bulletin announcements **by noon on the submission deadlines.**

**ANNOUNCEMENT:**

**Please write plainly and keep the announcement as short as possible. Make sure to include the name of the event, time that the event starts, contact person & phone number.**

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*Thank you so much!*