

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.**

Thank you so much!