

BULLETIN INSERT (FLYER) REQUEST

Please attach your insert to this request, or the office will create one for you, based on submitted information.

In order to keep our bulletins from having more than 3 inserts per week, and to assure that we are good stewards of God's gifts

Insert requests should be received at least three weeks in advance of the requested publish date.

Inserts should be limited to half a page, whenever possible

Inserts will not be done in color, but colored paper may be requested.

Inserts are published for ONE week only.

Inserts may be adjusted for clarity, spelling or space.

Please place your requests in the collection basket or drop it off at the Pastoral Center for approval from Father Jim

REQUESTED BY: _____

ORGANIZATION / MINISTRY: _____

HOME PHONE: _____ BUSINESS / CELL PHONE: _____

REQUESTED DATE FOR INSERTION: _____

I prefer the staff create an insert for me (us).

Please include the following information:
