



SAN JOSE CATHOLIC CHURCH
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**BULLETIN – PULPIT – INSERT - EL SEMBRADOR
 ANNOUNCEMENT REQUEST FORM**

ENGLISH
 Revised 8/01/2011 (R.C.)

(PLEASE CHECK REQUEST NEEDED) BULLETIN PULPIT EL SEMBRADOR INSERT

Today's Date/Time: _____ Your Name & Title _____

Telephone No.: _____ Cell No.: _____ Fax No: _____

E-Mail / Home Address: _____ Zip _____

MINISTRY Name: _____

DATE/S of Announcement _____

Announcement to be Made BY: Lector Ministry Member/s

DATE of Event: _____ Type & Purpose of Event: _____

Other Information or Special Request if needed: _____

ATTENTION: MUST ATTACH WRITTEN ANNOUNCEMENT or copy of INSERT

NOTE: We regret that we CANNOT take information for announcements over the phone.
 This is done in an effort to avoid incorrect information printed in the bulletin.

** The Bulletin/El Sembrador Editor reserves the right to edit the announcement.

Deadlines: **Bulletin** – Thursday, 5:00PM **EIGHT** days PRIOR to weekend of publication/distribution
Announcements – Thursday, 5:00pm **EIGHT** days PRIOR to date of Announcement
El Sembrado – 15th of the month PRIOR to date of publication/distribution
Inserts – Thursday, 5:00pm **EIGHT** days PRIOR to date of distribution together with insert sample.
 If approved must provide 1,200 copies by the Thursday prior to the weekend of distribution.
 Recommended is 1/sheet (8-1/2"x11") printed in English on one side and Spanish on other side.

These deadlines allow time for approval of request by Fr. Tom Frank, Pastor, and translation if needed.

*******FOR STAFF USE ONLY*******

Request received by: _____ **Date/Time:** _____ **Availability: YES / NO**

COMMENTS: _____

Approved by: _____ **Date completed & confirmed:** _____