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| C:\Users\Donna\Pictures\Logo\St.Michael_Logo_B&W.jpg | St Michael Church, Poplar Springs |

# Bulletin Request Form – Submit all requests to the Parish Secretary by Monday to be included in the following Sunday’s bulletin

## Contact Information

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| Sponsoring Group/Committee  (if applicable): |  | |
| Contact Name: | |  |
| Email: | |  |

## Request Information

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|  | Hand-out/Flyer |  | Advertisement |  | Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Announcement |  | Prayer Intentions |  |  |
| **Duration: *If your message changes on a week-by-week basis, contact the Parish Secretary*** | | | | | |
|  | 1 week |  | 3 weeks |  | Other \_\_\_\_\_\_\_\_\_ |
|  | 2 weeks |  | 1 month |  |  |

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| Relevant Links (if applicable) *Please include a link to any graphic(s) you want included with your message. If you are requesting a hand-out or flyer, you must email a pdf along with the Request Form to the Parish Secretary* |
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| **Message:** |
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| *Please only include information you want to be shared with all Parishioners* |
| **Information/Details: *Any additional details/information for staff and volunteers*** |
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