

# Submitting a bulletin announcement?

For regular weekend bulletin, announcement requests must be in by **noon on Friday**, **one week prior** to Sunday publication date.

**Guidelines:** Please limit the length of bulletin announcements. Submit announcements using the form below or via email -- [secretary@staparish.com](mailto:secretary@staparish.com) -- in plain text or in a Microsoft Word document. Announcements should be no longer than 4-5 sentences. Please include contact information. We reserve the right to edit for length, punctuation, grammar...etc. Bulletin submissions are placed in the bulletin as space allows and must **be approved by Fr. Minh**. Thank you for your understanding.

- **Name**
- **Email**
- **Best Phone Number**
- **Phone Number**
- **Which ministry does this relate to?**
- **Which Sunday should this announcement appear?**
- **Start Date and End Date of Bulletin**
- **Title of Announcement**
- **Text (Please be concise. Space is limited).**