

Bulletin Request Form

(Please fill out form completely)

Due: **BEFORE** 8:30 am Wednesday to frontoffice@newsongsd.org

Contact Information:

Name: _____

Phone(s): _____

& _____

E-Mail: _____

Event Contact Person (If different): _____

Contact Phone (If different): _____

Event Date: _____ Start/End Times: _____

Dates Requested to Run in Bulletin: _____

Y / N Is your event on the Master Calendar? (IF NO, please complete a Master Calendar Request Form).

I would like a PowerPoint created for this announcement

I will create my own PowerPoint Advertisement and e-mail it to frontoffice@newsongsd.org . Due by: Thursday.

Please note:
Announcements and
PowerPoint Ads are subject
to approval and editing.

Remember: Who? What? When? Where? Why? How?

Please Type or Print Announcement Here (appx. 100 words):

Office Use Only:

____ Master Calendar Request Submitted

____ Date Submitted

____ Approved