

CALENDAR / BULLETIN / NEWSLETTER SUBMISSION FORM

Complete all information and return to secretary's office, call the office (877-2317) or send an E-mail: roundhillumc@msn.com
(See back for **DEADLINE** information)

BULLETIN _____ *and / or* NEWSLETTER _____
(dates to run) (dates to run)

INFORMATION ON PERSON SUBMITTING THIS FORM:

Name: _____

Daytime phone: _____

INFORMATION ON EVENT OR NEWS ITEM FOR PUBLICATION:

Event title: _____

Date of event: _____ Time: _____ to _____

Place (address) if other than church: _____

Group sponsoring event: _____

Contact person(s) for the event to be listed in publication:
Names(s) and phone number(s) & E-mail(s) if desired:

1. _____

2. _____

Detailed description of information to be published: _____

(Further info on back or attach a sheet if needed)

NEWSLETTER DEADLINE:

Articles or information for the newsletter must be received by the 15th of the month prior to publication.
Example: If an item is to be published in the February newsletter, it must be received by January 15th.

BULLETIN DEADLINE:

The information should run at least two weeks prior to the date of the event. Therefore, the information should be received by the Monday (and not later than the Wednesday) before the first run date.

EXAMPLE:

If event is for the 28th on the chart below, it should run in the bulletin on the 15th & 22nd.

Info should be received by 9th (not later than 11th)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Questions: Call the church office at 877-2317.