

# St. Paul's United Methodist Church Bulletin Announcement Request Form

If you want information placed in the church bulletin, please  
complete this form and return it to the church office  
**NO LATER THAN Noon on Wednesday.**

This form can be brought to the church office or emailed to: [info@spocala.org](mailto:info@spocala.org).

Please provide your contact information in case we have any questions:	
Your Name:	Phone Number:
Email Address:	
Committee/Ministry:	

Please place this announcement in the bulletin for the following Sundays	
Starting Date:	Ending Date:

Event/Topic Details:	
Event Name/Topic:	Event Date:
Event Location:	Event Time:

Please remember that there is a limited amount of space in our bulletin each week. Your bulletin request may need to be edited for content or the number of times it appears. Please limit your requests to no more than 3 consecutive weeks. For events being publicized more than 3 weeks in advance, expect there to be weeks where your announcement is removed to publicize other events. We will add your announcement back as space allows.

Copies of this form are available in the church office, or it can be downloaded from the St. Paul's website:  
**[www.spocala.org](http://www.spocala.org)**