# NEWSLETTER ARTICLES & BULLETIN INSERTS FORM

All articles or items for Newsletter or Bulletin must be submitted on this form to Church Office by the deadline.

**Deadline for Newsletter Articles is the 15th of the month prior to publication.**
**Deadline for Bulletin Items is Monday of the week prior to Sunday services.**
**Deadline for Bulletin Inserts is Tuesday of the week prior to Sunday services.**

Submitted by: _____ Telephone: H: _____ W: _____

Organization/Committee: _____

Date of Event: _____ Times: _____ am/pm to _____ am/pm

Newsletter Insertion: _____ Bulletin Insertion: _____
Month(s) Date(s)

ARTICLE: (Include who, what, where, when, how, plus addresses and telephone numbers where needed).

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If your article/insert is already formatted and ready, please fill out top portion and attach your document to this form. Additional forms are available in church office. Thank You.

Approved By: _____ Date: _____
(Pastor)