

**ANNOUNCEMENTS**  
**COMPLETE ALL INFORMATION...**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

FOR: NEWSLETTER \_\_\_\_\_ BULLETIN \_\_\_\_\_ BOTH \_\_\_\_\_

Please type or print on this sheet. Do not tape or staple message to this form. Place in the box outside of the office. The information may be emailed to [vhamilton@stpaul-lakeland.org](mailto:vhamilton@stpaul-lakeland.org).

WHO:

WHAT:

WHEN:

WHERE:

WHY:

HOW LONG TO RUN THE ARTICLE:

Epistle articles must be submitted by 9:00 a.m. on Tuesdays. Newsletter articles must be in on the last Monday of each month by 9:00 a.m. Bulletin announcements must be submitted on Wednesday by 9:00 a.m.

## Policy for Church Publications

The office produces the bulletin, e-pistle and newsletter. The e-pistle is emailed out each Wednesday of the month except the last week when the Newsletter is mailed out. The dead line for thee-pistle is Tuesday by 9:00 a.m. The deadline for the Newsletter is last Monday of month by 9:00 a.m. The deadline for the Bulletin is Wednesday by 9:00.

Please fill out the announcement request form or email [vhamilton@stpaul-lakeland.org](mailto:vhamilton@stpaul-lakeland.org). Be sure to include how long you want the article to run and which publication you want to announcement to appear.