

# St. Patrick's Catholic Church Bulletin Article Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of the weekend (s) that you request the article to be published: \_\_\_\_\_

***Deadline ~ Tuesday at noon, for that weekend.***

- ◆ Fax the form: (805) 489-1316
- ◆ Mail the form: P. O. Box 860, Arroyo Grande, Ca 93421
- ◆ E-mail the form to Cherie@stpatsag.org
- ◆ Return the form to the parish office: 501 Fair Oaks Ave., Arroyo Grande

**Articles must be approved AND:**

- ◆ printed as space permits.
- ◆ art and logos printed as space permits.
- ◆ retyped and subject to editing.
- ◆ priority will be given to parish activities.
- ◆ priority will be given to those articles received first.
- ◆ flyer guidelines are on the reverse of this form.

Please write or type your article in the space below:

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# St. Patrick's Catholic Church Bulletin Flyer Application Form

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Group/Ministry/Organization: \_\_\_\_\_

I request this flyer to be in the bulletin the weekend of: \_\_\_\_\_

**PLEASE, CLIP YOUR FLYER TO THIS FORM AND RETURN TO THE BLUE BULLETIN BASKET FOR THE BULLETIN EDITOR.**

## Guidelines:

- ◆ **Submit full page flyers for approval by noon on Tuesday for the weekend bulletin.**
- ◆ Printed copies of the **approved flyer** must be in the parish office by noon on Wednesday.
- ◆ The back of your flyer may be used for other printed items, to conserve paper, and we will make an effort to make sure your flyer will "face up" in the bulletin.
- ◆ Your group or ministry is responsible for inserting the flyer into the bulletin **in M. R. #1, Friday at 1:30 pm.**
- ◆ If Friday falls on a holiday when the office will be closed, be sure to call the office for special arrangements.
- ◆ The flyers will take one member of your ministry or group **approximately one hour to insert** into the bulletin.
- ◆ Do not contact a member of the parish bulletin "stuffers" to insert your flyer. **NO EXCEPTIONS.**
- ◆ Flyers just left in the office will not be automatically inserted into the bulletin.
- ◆ For more information contact the parish Bulletin Editor, Cherie Kritz @ 489.2680 ext. #12.

Approved: \_\_\_\_\_

revised 7/08