WEST SOUND CATHOLIC
ST. OLAF | ST. PETER | ST. CECILIA

Announcement Request Form

Today's Date :_____

All requests should be submitted at least **2 weeks in advance**. Submit this form to maggie@saintcparish.org. Include any questions in your email as well.

Please keep all written announcement to a few sentences or less with only the most important info. If you have a long announcement, please send in an email.

1. Personal Information

Name:_____

Number:_____

Email:_____

Are you a registered parishioner?

☐ Yes ☐ No

Which parish are you registered through?

☐ St. Cecilia ☐ St. Olaf

2. Request Information

Where will the announcement be shared?

☐ Bulletin ☐ Newsletter ☐ After Mass

What is the announcement for?:_____

When is the event/ministry/meeting/activity taking place?:_____

Where will this take place?:_____

3. Request Wording & Imagery

Please write out the wording you would like for this announcement. Keep only the most important info in mind. If you have pictures, links or logos, please include in request email. **Edits might be made to be sure everything fits**. Thank you!

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