

**Bulletin announcement / Newsletter article Form**

*Place in Karen's box in the office*

Name \_\_\_\_\_ Commission \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Date(s) printed in bulletin \_\_\_\_\_ Bulletin deadline: Thursday morning

Month printed in newsletter \_\_\_\_\_ Newsletter deadline: 3rd Wednesday of the month *(ex. deadline for the December newsletter is November 18<sup>th</sup>. If the event is planned for the beginning of the month, please have information in the month before, ex. Event date December 2<sup>nd</sup>, information due by October 21<sup>st</sup> so it will be in the November newsletter.)*

Announced from the pulpit? Yes \_\_\_\_\_ No \_\_\_\_\_

Posted on the web site? Yes \_\_\_\_\_ No \_\_\_\_\_

Please complete the following:

Event \_\_\_\_\_

Where: (room request: gym, classroom, off site...) \_\_\_\_\_

Set Up instructions (#tables, #chairs) \_\_\_\_\_

Equipment needed (TV, VCR, DVD, podium, mic...) \_\_\_\_\_

Day(s) and Date(s) \_\_\_\_\_

Time(s) \_\_\_\_\_

Specific information: (what to bring? cost? who is invited? child care available?)

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**OR:**

\_\_\_\_\_ I will email information to Karen ([karen@opportunitypresbyterian.org](mailto:karen@opportunitypresbyterian.org))  
*subject: Bulletin or Newsletter*

\_\_\_\_\_ see attached information sheet