

REQUEST FOR ANNOUNCEMENTS

Must be submitted by **NOON on the Monday 14 days prior to the weekend** of the announcement. A copy of the announcement text in English and Spanish must be submitted for approval. **Submit this form, with attachments, to the Business Manager.**

CONTACT PERSON: _____ PHONE NUMBER: _____

DATE OF SUBMISSION: _____ EMAIL ADDRESS: _____

DATE and NAME OF EVENT: _____

SPONSORING MINISTRY/ORGANIZATION: _____

❖ **Bulletin Announcements (ATTACH ANNOUNCEMENT)**

Bulletin Article: Yes / No Dates: _____

Bulletin Insert: Yes / No Dates: _____

Bulletin Board: Yes / No Dates: _____ to _____

Electronic sign: Yes / No Dates: _____ to _____

Submit to Business Manager: Approval: _____ Date: _____

Group Contact Status: _____

Announcements at Masses are for the benefit of the community, to provide information for them to participate in upcoming liturgies and other St. Anne events in the near future. Most information should be disseminated via the bulletin, information tables, and the website.

Final determination of announcements will be at Father Tommy's discretion, and is subject to change.

❖ **Pulpit Mass Announcements – for clergy (ATTACH ANNOUNCEMENT)**

Weekend of: _____

Circle at Which Mass:

Sat. 5PM, Sun. 8AM, Sun. 10AM, Sun. 12PM, Sun. 4PM

❖ **Speakers at Mass (ATTACH TEXT OF ANNOUNCEMENT). There is a 2 min. limit on time.**

Weekend of: _____ Sat. 5PM: Name of Speaker _____

Sun. 8AM: Name of Speaker _____

Sun. 10AM: Name of Speaker _____

Sun. 12PM: Name of Speaker _____

Sun. 4PM: Name of Speaker _____

Liturgist: Approval _____ Date: _____

Pastor-Father Tommy: Approval _____ Date: _____