

# ~ BULLETIN INSERT ~ REQUEST FORM

Name of Organization: \_\_\_\_\_

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

Requested Insert Date: \_\_\_\_\_

*Inserts will normally be one-sided. A two-sided insert must be specifically requested. Please check if this applies to your request. Please note a two-sided request requires permission from the Pastoral Staff.*

Two-sided

Contact Person Phone: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

*You will be notified via e-mail  
of the status/confirmation of your insert request.*

**Bulletin Insert must be submitted  
electronically as a Word or Publisher File to**

Polly Wise @ [pwise@stmaryhudson.cc](mailto:pwise@stmaryhudson.cc)  
cc to: Jane Sabol @ [jsabol@stmaryhudson.cc](mailto:jsabol@stmaryhudson.cc)

**Notes:**