Announcement Submission Form

Please complete and leave in the staff mailbox in the Volunteer's Office (room #4) or e-mail to susan.gutshall@comcast.net.

Name of Event: _____

Submitted by: _____

Contact Phone or E-mail: _____

Bulletin and/or Newsletter Edition Date(s) (Please limit bulletin announcement to no more than 3 weeks):

_____

What to Include

Event:		*For More Information:*	
Describe Event	❑	Contact (first and last name)	❑
Date	❑	Phone and/or E-mail	❑
Location (address or room #)	❑		
Start and End Time	❑	*Registration:*	
Purpose	❑	How to Register	❑
		Deadline to Register	❑

Announcement

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