

**St. Stephen Catholic Church  
Bulletin Announcement Submission Form**

Submission Date:	Your Name (title if applicable):
Your Phone Number:	Email:
Name of Organization (if applicable):	
Title of Bulletin Announcement:	
Desired 1 <sup>st</sup> Bulletin Publication Date:	Final Bulletin Publication Date:
Description of the Event/Announcement – Please be as brief as possible:	

**Details About the Actual Event/Announcement**

Start Date of the Event:	End Date of the Event:	
Location of the Event:		
<b><i>*If the event is taking place on church property contact the church office to reserve your space at 817-596-9585 or fill out the Facilities Request form under the parish calendar tab on the church website at saintstephenc.org</i></b>		
Start Time of the Event:	End Time of the Event:	
What is the Cost (if any) for the Event? :		
Is there an RSVP needed for your Event? If so, who is the contact person keeping track of the RSVPs?		
Contact Name:	Phone:	Email:

If there are questions about this event/announcement include the contact information for the person who will be handling that task. **\*\*The church office is not responsible for answering questions for all bulletin announcements/events and should not be used in this role unless they have agreed to answer questions in advance.** \*Bulletin Deadline: Wednesday at noon – 11 days prior to the first bulletin you want your announcement published. Email the completed form to: dorothy@saintstephenc.org