




# Saint Clare of Assisi Roman Catholic Parish

 (623) 546-3444

 church@stcpaz.org

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## 2023 - 2024 BULLETIN ARTICLE REQUEST FORM

PLEASE PRINT

Ministry Name: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone & Email: \_\_\_\_\_

### Describe the Event:

*please include the Who, What, Where, When, and Why*

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Dates to be Published: \_\_\_\_\_

*maximum of 2 consecutive weekends*

When emailing an article request, please the following format in the subject line:

**BULLETIN - DATES OF PUBLICATION - MINISTRY NAME**

### IMPORTANT INFORMATION:

- Submit request form via email only to Kaitlynn Eaton at [keaton@stcpaz.org](mailto:keaton@stcpaz.org)
- Submit **at least 3 WEEKENDS PRIOR** to your article appearing in the bulletin
- Only one contact from each ministry may submit article requests - please submit a new Ministry Contact Card if the representative has changed
- We reserve the right to edit articles for message clarity and space limitations
- Questions? Call Kaitlynn at (623) 975-5602 or email at [keaton@stcpaz.org](mailto:keaton@stcpaz.org)

### FOR OFFICE USE ONLY

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