



ST. KATERI TEKAKWITHA CATHOLIC COMMUNITY

PULPIT ANNOUNCEMENT REQUEST FORM

Ministry / Organization: _____

Person Requesting : _____

Date Request is submitted: _____

CONTENT OF ANNOUNCEMENT:

Who? _____

What? _____

When? _____

Where? _____

Why? _____

Very Important:

1. Announcement must be short, precise and detailed and not more than 4 sentences. If it is more than 4 sentences, it will be edited.
2. Announcement will be accepted on a first come first served basis and subject to approval of the Pastor.
3. If you need to give more information about your events, please use the Parish Sunday Bulletin.
4. Request must be submitted **at least two weeks** before the announcement date.
5. Please submit this request form to Mark Tumambing at the Beaumont Parish office. Email is accepted provided you use this request form. This form is available in our parish website under Forms. Thank you.

For Office Use Only

Approved by : _____ Date : _____

Announcement to be made for ____ week-end or from _____ to _____ only.