

St. Alphonsus Liguori Bulletin Article Submission Form

Thank you for your interest in our bulletin!

Please be aware of the following guidelines when submitting your article:

- The article must be submitted **at least** two weeks prior to expected date of print.
- The article will run for a maximum of two times.
- You may include graphics or photos (they will appear in the bulletin as black & white or grayscale).
- Your submission should be written as you want it printed. Please be aware, however, that space constraints may require some editing. Make sure to include all the specifics: who, what, where, when.
- The preferred method of submitting article is through email as a Microsoft Word document and attached to the email. Photographs or graphics can be included in the attached article or a separate attachment. Email to: omgr@alphonsus.org
- If sending as a email, please remember to put your name, phone number and the dates you want the article published.
- If you are unable to use email then you may print this form and turn it in at the parish office, mail it to the parish office (St. Alphonsus Liguori Church, 14040 Greenwell Springs Road, Greenwell Springs, LA 70739.332), or fax it to 261-5650.
- If using this form PLEASE PRINT INFORMATION.

Your Name _____ Your Phone # _____

Your Ministry _____

Date(s) to be in Print _____

Article
