

**PLEASE USE THIS FORM FOR COMMUNICATING WITH THE OFFICE**

*(ALL ARTICLES MUST BE PROCESSED BY THE OFFICE TO BE AN OFFICIAL EVENT OF TRINITY CHURCH)*

**PLEASE CIRCLE ONE: CALENDAR DATE; BULLETIN; SHARE-ABOUT MESSENGER ARTICLE;**

Person submitting request \_\_\_\_\_

Committee (if applicable) \_\_\_\_\_

Phone Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Event or article \_\_\_\_\_

**Date of Event** (if applicable) \_\_\_\_\_ **Date for Share-About** \_\_\_\_\_

**Bulletin run dates (Maximum of 3)** \_\_\_\_\_

Will money be collected? \_\_\_\_\_ If so, from which budget account? \_\_\_\_\_

Will you need checks for payment by a certain date? (Date) \_\_\_\_\_

Contact Person \_\_\_\_\_

**If a Sign-up sheet is needed, it is the responsibility of the contact person to make it available. Generic sign-up sheets can be found in the drawer of the visitor desk or in the office.**

Please write your notice below (Article may be edited because of space constraints)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEADLINES**

**Calendar Events** - Please schedule as early as possible - Six months in advance of date is greatly appreciated.

**Bulletin & Share-about Deadline** - Please submit by the Tuesday prior to the requested announcement or run date listed above.

**Messenger** - Please submit by the 10<sup>th</sup> of the month prior to the next scheduled publication