

# The Herald Weekly Insert Form

Today's Date \_\_\_\_\_ Person submitting insert \_\_\_\_\_

Phone number where you can be reached \_\_\_\_\_

Dates insert should appear:

Starting from \_\_\_\_\_ Through \_\_\_\_\_

*\*Note: If insert is handed in later than 4:00pm on Wednesday, your item will not appear in the bulletin until after one week has passed.*

Below are headings that are used in the bulletin. **Please circle one or more of these headings to tell us where you would like your article to appear.** If you do not circle it, your article will not appear in that section of the bulletin. If there is nothing to put in any particular section, the entire section will be omitted for that week.

Calendar	Community Happenings	Items of Interest
Long Range Planning	Property Committee	Social Concerns
Stewardship	From the Office	Youth
Personnel Committee	Board of Parish Ed	Flowers

Please write out your article **exactly as you would like it to appear.** There is more room on the back if you need it.

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