# St. Bede's Episcopal Church

## Communications

☐ Bulletin ☐ Newsletter ☐ Website ☐ Facebook

Name of Event _____

Date(s) _____

Time _____

Location (Room, if at St. Bede's) _____

Organization Name _____

Contact Name _____

Contact Phone & Email _____

Event Description

*Tell us about it: Please write a brief description of the event or activity. Include the date, time and contact information.*

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- *Please fill out all sections of this form and save it on your computer. Then email the updated form to pcurl@stbedes.org for the fastest response. Or print a copy of the blank form, complete it and turn it in to the church office.*
- *The editor may make changes as space dictates.*
- ***The Priest-in-Charge will have final approval of inclusion in the newsletter.***