

MEMORANDUM

FROM: Cindy Curran

TO: Parish staff, Priests & organizations

RE: Bulletin email address

DATE: September 17, 2013

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To stream line bulletin requests we’ve created a new email address whereby all bulletin announcement/insert requests should be directed to:

Bulletineditor@holyspiritchurch.us

Effective September 30, 2013, please submit all bulletin requests to the new email address. A reminder to all: All bulletin announcements must be submitted no later than Friday, 5 pm. Inserts should be submitted at least one week in advance of the publish date.

Thank you for your cooperation.

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