

# Announcement Submission Form

*Directions: Download to your computer and open file (not in browser). Please fill out and save the file. Attach the saved file and return to [mona@parkwayucc.org](mailto:mona@parkwayucc.org)*

Due by noon Tuesday for inclusion in weekly enews and bulletin.

<b>Title of Announcement</b>	
<b>Date(s)</b>	
<b>Time(s)</b>	
<b>Location</b>	
<b>Contact Person</b> (a single contact is preferred)	
<b>Contact Phone</b>	
<b>Contact Email</b>	
<b>Announcement</b> (Please ONLY include information NOT already provided above.)	
<b>Resource Request</b>	
<b>Additional Notes</b>	