

**PUBLICATION DEADLINE FOR THE OAKBRIDGE**

**Articles for Oakbridge are due to the administrative assistant by 10:00 a.m. Monday**  
**(See back of form for dates)**

**Reminder: If your event needs to be put on the church calendar, You will need to also submit a Facility Use Request Sheet (blue sheet). Tips for articles - Did you include?**

**Name of Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Locations of Event:** \_\_\_\_\_

**Special event comments:** \_\_\_\_\_

**Purpose of event or story:** \_\_\_\_\_

**Who is submitting this form:** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

*(For Office use only)*

**Article Submitted:    Date:** \_\_\_\_\_

**Written:** \_\_\_\_\_ **Typed:** \_\_\_\_\_

**Attached:** \_\_\_\_\_ **Emailed:** \_\_\_\_\_