

# St. John Berchmans Online Request Form

Please use this request form to ADD, CHANGE OR DELETE items on our bulletin or calendar. PLEASE CHECK THE ONLINE CALENDAR FOR AVAILABILITY BEFORE SUBMITTING YOUR REQUEST.

Type of Change:       Add                       Change                       Delete

This is for:               Bulletin                       Calendar                       Cafeteria  
                                  Bulletin Insert               Meeting Room               Cafeteria  
                                  Pulpit Talk...Include speaker names below

5pm \_\_\_\_\_ 8am \_\_\_\_\_  
10am \_\_\_\_\_ 12noon \_\_\_\_\_

Requested by: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Please list your request below:

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- You may also submit a request in writing at the Rectory Office Monday-Friday, 9am-5pm, or request to meet with Lydia Ramirez at [Bulletin.calendar@stjohnberchmans.com](mailto:Bulletin.calendar@stjohnberchmans.com).

Send attachments to [Bulletin.calendar@stjohnberchmans.com](mailto:Bulletin.calendar@stjohnberchmans.com)