

Guidelines for Submitting to *The Bulletin*

To be included in the next issue of *The Bulletin*, a city and school publication, please include the basic information in this simple format below. Bear in mind that we follow a first-come, first-served basis, so be early to submit!

Email the following information in this format:

School/Nonprofit Agency Name

Contact Person

Phone Number

Email and Website

Event/Activity Name

Short Description

Date/Time

Location

Upcoming Due Dates for Submitting

Winter Issue: Oct. 3, 2011 (Covers Nov. 17-February)

Spring Issue: Jan. 2, 2012 (Covers March-May)

Summer Issue: April 2, 2012 (Covers June-August)

For More Information

Contact the Editor, Jeff Jarvis:

507-384-0516 jjarvis@ci.faribault.mn.us

Find *The Bulletin* Online

<http://www.faribault.org/parks/buckhambulletin>