



School Sisters
of Notre Dame

Flyer Request Form

To expedite the creation of flyers, posters and brochures for events and activities, please provide all of the following information before submitting form to request design work:

Title of event:

Description of event:

Who is invited to the event (ages if applicable):

Who is sponsoring the event:

Date:

Start Time:

End Time (if applicable):

Place, including street address, city and state:

Deadline to register or RSVP (if required):

Cost:

Other details, suggested art or graphics:

Check List Before Submitting Request:

Did you include all the information above?

Did you check all spellings of names, streets, etc?

Did you check the date and location?

Did you verify the telephone number by calling it if necessary?

Did you verify the email address by writing to it if necessary?

Submit completed form to chaines@amssnd.org at least one week before it is needed.