



Announcement Request Form
(Submit with Proposal)

Date Submitted: _____

Ministry Name: _____ Ministry Leader: _____

Contact Person: _____

Email: _____

Contact #: _____ (Home) Contact #: _____ (Cell)

Announcement Caption: (Please provide name of event/activity, include Date, Time and Place (if off-site) of the activity being announced.

Description of Announcement (not to exceed six (6) single spaced lines)

Proposed Announcement Time Frame: Start Date: _____ End Date: _____

NOTE: Announcements must be submitted to the Church Secretary by 5:00PM on Monday two weeks in advance of announcement start date to be included in the bulletin by the requested announcement start date (with proposal for your event/meeting).

OFFICE USE ONLY:

Approving Official: _____

Approval Date