

Announcement Sheet Request

Type of Announcement: (Check all that apply)

Bulletin Website/Social Media Announcement Slide One-Call

Start Date _____ End Date _____

Please type or print clearly. Be sure to include the following: Contact information, name and date of event, location, and any other details that will help promote your event.

Name: _____ Phone # _____

Today's Date _____

Ministry Leader Approval: Name _____ Date _____

Office Approval: Name _____ Date _____

****All announcements are subject to being edited to fit the allotted space. Announcements must be turned in 30 days in advance of event****