

REQUESTING ANNOUNCEMENTS

Announcing An Event

Ministry Name: _____

Name of the Event: _____

Your Name: _____

Your Contact Number(s): _____ (home) _____

(cell) _____

Announcement Date(s): _____

Please legibly write your announcement request below. *(Your announcement may be modified as needed.)*

Requests for the Bulletin

Requests are due no later than Wednesday Noon for publication in the following Sunday's Bulletin. *(Requests received after the deadline will be published the following Sunday.)*

Signature: _____

Request For Verbal Announcement

Please legibly write your announcement request below. *(Your announcement may be modified as needed.)* NOTE: *Event Planning Form must be completed before your Event Announcement Sheet.*