

Announcement Request

Activities and dates should be approved by the pastor (or council) before submitting an announcement request.

To have your announcement in the bulletin by Sunday, please put this completed form in the Office Administrator's mail box (in the church office) no later than Wednesday evening.

Submit one form per event. Extra forms can be found in the office. Thank you for your cooperation.

Please run the following announcement:

- Only one time, on Sunday _____
Date
- _____ Sundays, starting on Sunday _____
Number Date
- Information is attached.
- This event & date was discussed with and approved by _____

Important information to include:

TIP: Remember to ask yourself if you have answered the questions, Who? What? When? Where? And How? **Use the back if more room is needed.**

More info on back →

Submitted by:

Name Phone Date