

ANNOUNCEMENT REQUEST

Today's Date: _____

Last date of Announcement: _____

BRIEF DESCRIPTION

(PLEASE PRINT LEGIBLY OR TYPE)

PLEASE CHECK ONE

Print in Church Bulletin

Read only

Both

Note: Space available and other information from leadership determine whether an announcement can be placed in the bulletin

Day of Week _____

Date/Time _____

Location _____

CONTACT _____

(FOR QUESTIONS ABOUT THIS ANNOUNCEMENT)

Please submit this announcement to the church Office manager or place in the announcement box on the office door **no later than** Wednesday evening for publication or announcing. Announcements received after this time will not be read. Thank you for your cooperation.

For office use only.

Approved for publication

Disapproved for publication

If disapproved give brief description:

Signature: