

# Announcement Request Form

Title of your Announcement: \_\_\_\_\_

Purpose: \_\_\_\_\_

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Date(s) of your Event: \_\_\_\_\_

Time(s) of your Event: \_\_\_\_\_

I want my Event/Announcement:

- ☐ To Be Read Aloud at the Microphone (by Media/Worship Team Member only)
- ☐ To Be Placed in the Bulletin
- ☐ To Be an Insert in the Bulletin
- ☐ To Appear in the Power Point
- ☐ To Appear on the Website

List ALL Dates do you need your Event/Announcement to be Read and/or Appear?

\_\_\_\_\_

- ☐ I have literature for my Event. (Please attach a copy of the Event Literature to this form.)

Please give your completed form (and any corresponding literature) to Cheri Read, Kurt Backenstross or Sandi McIntyre. Please allow ample time to schedule your Event's appearance in the above forms of media. Thank you!

Submitted by: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_