

ANNOUNCEMENT FORM

- PLEASE PRINT FOR ACCURACY AND LEGIBILITY -

Today's Date: _____

Requestor's Name: _____

Telephone No.: _____

Is this a church sponsored event? Yes No

Name of Ministry:

<input type="radio"/> Education	<input type="radio"/> Ladies
<input type="radio"/> Beginners	<input type="radio"/> Men's
<input type="radio"/> Evangelism	<input type="radio"/> Married Couples
<input type="radio"/> Benevolence	<input type="radio"/> Music
<input type="radio"/> Family	<input type="radio"/> Finance & Administration
<input type="radio"/> Youth	<input type="radio"/> Building, Grounds, & Transportation
<input type="radio"/> Singles	

Contact Person: _____

Announcement:

Do you want this printed in the weekly *Bulletin & News*? Yes No

How long do you want it to run in the *Bulletin & News*? _____

Do you want this posted on the Bulletin Board? Yes No

If yes, must be a picture ready copy.

How long do you want it to run on the Bulletin Board? _____

- ATTACH ADDITIONAL INFORMATION TO THIS FORM IF NECESSARY -

The **DEADLINE** to submit announcements: **Wednesdays after 7pm Bible Study Class**
RETURN/SUBMIT to **Secretary's office in-box on front door.**

FOR OFFICE USE:

Received by: _____ Date: _____