

YOUR CHURCH NAME

drop your logo here

Announcement Request

★ = required

TURN THIS FORM IN BY:

Mon. @ Noon For Weekly Email Inclusion

Wed. @ Noon Sunday Morning Announcements

We want to be sure your announcement gets proper care, editing and approval.

1 WHO'S ASKING

Your name ★

Ministry or group ★

Phone or email ★

This is: ☐ A church ministry announcement ☐ A community announcement

Pastor approved? ☐ Yes ☐ Not yet ☐ Not sure

2 WHAT'S HAPPENING

In a sentence or two, the way you would say it out loud ★

Date(s) ★

Start & end time ★

Location ★

Day and date, i.e. "Fri to Sun, Sept 11 to 13"

Which room?

Theme & scripture, if applicable

3 WHAT SHOULD PEOPLE DO?

☐ Just Attend ☐ Sign up ☐ Bring Something ☐ Give or Pay ☐ Volunteer ☐ Other

Who to contact + number ★

Cost

Sign-up link or where to get a form

\$20 adults, \$10 youth

4 WHERE THIS ANNOUNCEMENT SHOULD RUN

☐ Weekly email ☐ Sunday Announcements ☐ Printed Bulletin ☐ Social Media ☐ Website Calendar/ News

Want to give this one yourself on Sunday? ☐ No, the office can read it ☐ Yes, who: _____

Start Running Date★

Flyer or graphic

☐ Attached ☐ Sending it later

☐ Please make one for us ☐ Don't need one

If a graphic is needed: colors, photos or scripture it must include

We run it until the event happens, then take it down. Tell us here if you need it to stop sooner.

Drop it in the Announcement box in the church office, or fill it out online at _____

OFFICE USE ONLY

Pastor approved

Received

By

Runs on

☐ Yes ☐ Pending ☐ N/A

Free template from mooneyprojects.com. Take it, change it, put your own name on it.