

Announcement Request Form

(Weekend program, Summit program, Website calendar, Info Book)

Please fill out this form and return it to the office 2 weeks in advance of the date
you wish the announcement to be published.

Event title: _____ Date(s) of event: _____

Event start and finish times: _____ Location: _____

Brief description of event:

RSVP/Sign-up/Ticket Purchase/Registration deadline: _____ Cost: _____

Tickets/Sign-up sheets at: Info Centers ___ Office ___ Lobby Table ___ Website ___

Contact person (name, phone#, email): _____

Target group (who is invited?): _____

Childcare provided? ___ Yes ___ No If yes, for ages: _____
(Any childcare offered must be provided by those sponsoring the event)

Dates to run this announcement: _____

Ministry area/category: _____

Do you have art work or a photo to attach to the website announcement? ___ Yes ___ No
If yes, please attach to form.

If no, would you like us to provide artwork/photo? ___ Yes ___ No

Submitted by: _____ Date: _____

- For Church Office Use Only -

Ministry Leaders: Please initial and date the appropriate line to signify your receipt and/or approval.

Adult Min.	_____	Facilities	_____	Spiritual Formation	_____
Caring Min.	_____	Front Office	_____	Wings/Library	_____
Children's Min.	_____	Guest Services	_____	Worship Arts	_____
Downtown	_____	Senior Pastor	_____	Youth	_____