



Announcement Request Form

Name: _____

Date of request: _____

Announcement

Write out your announcement, as you would like it to be announced. Content of announcement may be changed at the discretion of Media Ministry. Limit to 120 words.

Date of Event: _____

Time of Event: _____

Venue of Event: _____

Write your announcement below as you would like it to be announced:

Contact information

(Providing your contact information will allow a representative from Media Ministry to contact with any questions)

Phone Number: _____ Email: _____

All announcement requests forms are due the Sunday before it is to be announced, by the end of service.

Please note that if this announcement states flyers, handouts, or any other materials will be available. The specified item **MUST** be ready on the Sunday announcement is made.