

ANNOUNCEMENT REQUEST

Ministry _____ Date Submitted _____

Contact _____ Phone _____ Email _____

WEBSITE ANNOUNCEMENTS

Submission Deadline: The 15th of the month prior to posting.

BULLETIN ANNOUNCEMENTS

SCROLLING SCREEN ANNOUNCEMENTS

Submission Deadline: The Wednesday prior to publishing by 12pm.
(Watch the bulletin for deadline exceptions.)

Sundays for announcement to appear (not guaranteed more than three):

1. _____
2. _____
3. _____

When writing your announcement, remember that readers are more likely to read a brief paragraph with concise facts. Be sure to mention: **who, what, when, where, why**, and offer a **contact person and/or phone number** for people if they have questions. Also, be aware that the office staff reserves editing privileges when necessary. Place completed forms in the folder marked "Office IN File" located outside the church office window. This completed form may also be faxed to the office at 360-352-5819.