PUBLICITY REQUEST FORM

Ministry:	
Event Date	
and Time:	
Event Cost:	
Location:	
Contact	
Person:	
Telephone:	
EVENT PURPOSE: Fundraiser Other (explain)	
REQUEST: Announcement	
ALQUEST. Announcement	
Video Screen Marquee Phone Tree Stand or Display in Foyer	
Flyers (Must be requested 2 weeks before needed) Flyer attached Staff design flyer Numbers of copies	
Insert flyer in Newsletter	
Other Explain:	
ANNOUNCEMENT/SCRIPT:	
REQUESTED ANNOUNCEMENTRUN DATES:	

Announcements MAY be printed in the bulletin and listed on the monitors up to eight weeks out as SPACE ALLOWS.
 ADDITIONAL GUIDELINES:

- All announcements to be READ for Bible study must be received by NOON on WEDNESDAY.
- All announcements to be **PRINTED** in Sunday's bulletin must be received by **NOON** on **WEDNESDAY**.
- All announcements to be READ for Sunday morning must be received by NOON on FRDAY.
- ALL LANNOUNCEMENTS ARE SUBJECT TO EDITING.