



## CHURCH ANNOUNCEMENT REQUEST

**ALL REQUESTS MUST BE MADE 5 DAYS IN ADVANCE OF PUBLICATION**

**Note:** *It is the responsibility of the requesting party to promote their event or activity at the church.*

**EVENT NAME** (as it will appear in publications and correspondence):

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- I wish for the following announcement to be published in the **BULLETIN/WEEKLY UPDATE** (must be submitted Monday before publication):  
List start/end date announcement should appear in publication: \_\_\_\_\_  
Provide text for announcement or attach document, flyer, image or pdf:
- I wish for the following announcement to be published in an **EMAIL BLAST** (must be submitted Monday before publication):  
List date email blast should go out: \_\_\_\_\_  
Provide text for announcement or attach document, flyer, image or pdf:
- I wish for the following announcement to be published on the **CHURCH WEBSITE**: (must be submitted Monday before website posting):  
List start/end date announcement should appear on website: \_\_\_\_\_  
Provide text for announcement or attach document, flyer, image or pdf:
- I wish for the following announcement to be published on **CHURCH SOCIAL MEDIA** (facebook, twitter, pinterest and Instagram): (must be submitted Monday before posting request):  
List start/end date announcement should appear on website: \_\_\_\_\_  
Provide text for announcement or attach document, flyer, image or pdf: