

Bulletin Announcement Form

Please fill out one form for each announcement and return to the office no later than Wednesday 12:00pm. You may advertise your pre-approved event/activity for a maximum of three weeks only. Announcements need to be kept to 5 lines or less due to limited space. It may be necessary for the secretary to revise announcements to meet space requirements. Thank you!

Event has already been scheduled on church calendar?: YES NO and Approved: YES NO

Your Name: _____ Phone# _____ Today's date: _____

Name of the Event: _____ Date & Time of the Event: _____

Contact/Info. person: _____ Phone #: _____

Date to be begin in bulletin: _____ Additional weeks to be printed (3 max.): _____

All other information to be printed: _____

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