

# Announcement Submission Sheet

Please remit to the office no later than Wednesday at 5pm for inclusion in the coming Sunday's bulletin and or email, or by the 3rd Wednesday at 5pm for inclusion in the next month's Visitor.

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of the Event (ex. 6-9pm): \_\_\_\_\_

Time range for the Event (including set up & clean up if the church facilities are being used.)  
(ex. 5:30-9:30pm) \_\_\_\_\_

Place of Event: \_\_\_\_\_

Cost for participants: \_\_\_\_\_

Reservation information: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I would like this event publicized in the Bulletin \_\_\_\_\_ E-mail \_\_\_\_\_ The Visitor \_\_\_\_\_

When do you want the announce to begin \_\_\_\_\_ & end \_\_\_\_\_

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Phone/cell: \_\_\_\_\_

Email: \_\_\_\_\_

Please enter a description of the event, any history that you know that would be helpful or interesting to the congregation.

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