

# NEMOVEMENT Bible Church

## Bulletin / Communications Form

Date: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Event: \_\_\_\_\_

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

Note: Your announcement must be read and approved by the appropriate Ministry Director.

### Announcement Guidelines

- Please one form per announcement
- Announcements for Wednesday and Sunday bulletins must be submitted **7** days in advance
- Communication for PowerPoint presentation, Website, E-Blast and Phone Tree must be submitted **14** days in advance.

### Please print your announcement (4 lines limitation)

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Date (s) to run in the Bulletin: \_\_\_\_\_

To: \_\_\_\_\_

Date (s) to run in PowerPoint: \_\_\_\_\_

To: \_\_\_\_\_

Date (s) to run on Website: \_\_\_\_\_

To: \_\_\_\_\_

Date (s) to run in E-Blast: \_\_\_\_\_

To: \_\_\_\_\_

Date (s) to run in News: \_\_\_\_\_

To: \_\_\_\_\_

### Approvals & Signatures

Person submitting request \_\_\_\_\_

Date: \_\_\_\_\_

Ministry Director Approval (L2) \_\_\_\_\_

Date \_\_\_\_\_

Senior Director Approval \_\_\_\_\_

Date \_\_\_\_\_

#### Operations / Front Office Use Only

Received date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Complete

Incomplete:

Date rerouted: \_\_\_\_\_

Rerouted to: \_\_\_\_\_

Reason for rerouting: \_\_\_\_\_