

Bethania Moravian Church  
Request for WEB Site  
Information Posting\*

Please submit your request to [bethaniaoffice@triad.twcbc.com](mailto:bethaniaoffice@triad.twcbc.com), at least one month prior to the event. (Last-minute requests cannot be guaranteed a posting.)

Have your request specify the following:

- Write your posting just as you want it to appear on the web site.
- Indicate the date the information is to be posted.
- Include the full details of posting request, such as:
  - date and time of the event
  - name of event
  - details of event
- Attach any photo, graphic, etc. you wish to appear with the posting.
- Please include a phone number where you can easily be reached.

**\*Before submitting a request, if you plan to use church facilities, please make sure any request forms have been submitted to the office and that approval has been received.**