**Announcement Submittal Form**

**Ministry Name:**

**Chairperson:**

**Title of Event:**

**Event Date:**

**Time of Event: From:**      **:**      [ ]  **am/** **[ ] pm To:**      **:**      [ ]  **am/ [ ] pm**

**Type of Event:**

**Is this announcement for Sunday Morning Only?** **[ ]  Yes** **[ ]  No**

**Event Location? (Please check a box below)**

**[ ]  Sanctuary** **[ ]  Multipurpose**

**Announcement Details:**

**PLEASE SUBMIT ANNOUNCEMENT REQUEST BY TUESDAY PRIOR TO BIBLE STUDY FOR THE UPCOMING BULLETIN.**

**IF ANNOUNCEMENT NEEDS TO BE MADE ON SUNDAY MORNING SUBMIT REQUEST PRIOR TO THE START OF SERVICE.**

**SUMIT THIS COMPLETED FORM TO THE**

***CALENDAR MINISTY MAILBOX* IN THE RESOURCE ROOM.**