**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.**