IMPORTANT REMINDER: The deadline to submit all announcements to be included in the weekly Sunday bulletin is no later than 2:00 p.m. on the Tuesday prior to the Sunday the announcement is to appear. Announcements received after the deadline will be placed in the following week’s bulletin. The completed Bulletin Announcements Submission Form should be placed in the mailbox of the Pastor’s Secretary.

TODAY’S DATE: __________________

NAME OF CONTACT PERSON: ________________________________________________________________

TITLE: __________________________________________________________________________________

NAME OF MINISTRY: _______________________________________________________________________

CONTACT TELEPHONE NUMBER: ____________________________  ☐ Cell  ☐ Home  ☐ Work

TYPE OF ANNOUNCEMENT:  ☐ Meeting  ☐ Rehearsal

IS THIS A RECURRING ANNOUNCEMENT:  ☐ Weekly  ☐ Monthly

DATE OF MEETING/REHEARSAL: __________________________________

TIME OF MEETING/REHEARSAL: __________________________________  ☐ a.m.  ☐ p.m.

Please write announcement LEGIBLY. Also, make sure to include correct contact telephone number(s), e-mail address, date, location, time, and theme if applicable.

ANNOUNCEMENT:

_____________________________________________________________________________________

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