



ANNOUNCEMENTS, BULLETIN, POWERPOINT DISPLAY REQUEST

ABP#100521

REQUESTOR INFO

MEMBER NON - MEMBER

NAME:

PHONE #:

TODAY'S DATE:

MINISTRY DEPARTMENT:

PLEASE SELECT ALL THAT APPLY:

- VERBAL ANNOUNCEMENT
- POWERPOINT DISPLAY
- NEWSPAPER
- PRESS RELEASE
- MARQUEE
- WEBSITE

Please type announcement and attach to this form. Please ensure the information you provide includes the who, what, when, where, & why. Please make sure information is concise. The church office will make the determination when and if announcement is appropriate for the selected publication. The church office may also revise the announcement.

START DATE

END DATE

Verbal Announcement
(Must be rec'd 10 business days prior to start date)

Sunday Bulletin Announcement
(Must be rec'd 10 business days prior to start date)

PowerPoint Display Request
(Must be rec'd 5 business days prior to start date)

Newspaper Advertisement
Must submit 20 working days prior to event
Must add expense to Event Expense Form

Press Release
(Must be rec'd 10 business days prior to start date)
*Discretion of the PR/Media Dept.

Website Banner
Available for major events only

OFFICE USE ONLY

APPROVALS:

DEPARTMENT HEAD:

DATE REC'D:

BUSINESS MANAGER:

DATE REC'D:

MEDIA DEPARTMENT:

DATE REC'D:

Copy To:

- Pastor's Office
- Cornerstone Leader
- Congregational Care
- Facilities & Planning
- VOR

CONFIRMATION #: