



Union Baptist Church Bulletin / Announcement Form

This Bulletin Announcement Form must be completed and **turned into the office by Wednesday at 3:00pm** at least two weeks prior to the date of your event.

Requested by: _____

Phone/E-Mail: _____

Dates(s) to be published: _____

Details of the event may be typed and attached to the form, all other information on the form must be completed.

Event/Function: _____

Location: _____

Contact Person: _____

Contact Phone/E-mail: _____

Registration Deadline (if applicable): _____

Cost (if applicable): _____

Media Announcement (KNN):

I would like to make an announcement personally:

Yes _____ No X

I have a video* announcement to show:

Yes _____ No X

Post on the web site

Yes _____ No X

Flier attached

Yes _____ No X

*Video is _____ minutes in length

NOTE: If your event requires the use of one the rooms within our church please call the administrative office and place the date and location of your event on the church calendar

When the form is completed please submit to the church office and or KNN.