ANNOUNCEMENT REQUEST FORM

Please complete the following information and return this form to Sister Valerie Locke or Brother Thaddeus Crutcher to have your announcement printed in the Weekly Church Bulletin. Announcements must be received by noon on Wednesday to be included in the following Sunday's bulletin.

Date Submitted: _____

Submitted by: _____ **Phone:** _____

Date(s) to be included in bulletin: _____
From to When

Ministry Name: _____

Contact Person: _____ **Contact Phone:** _____

Announcement *(Please provide short, specific information for all announcements. Please be as concise as possible while including basic information such as name of event, date, time, location and cost if applicable.)*

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Notes: _____

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