

**EL SHADDAI MINISTRIES CHURCH
ANNOUNCEMENT REQUEST FORM**

Today's Date _____

Suggested Title Line _____

(Text) Please give all facts such as: who, what, where, when, why and how. Type or print information clearly or attach your already created brochure, flyer, poster etc... When attaching documents continue to complete the bottom portion of this form.

Announcement Date Desired _____

Your Name _____ Ministry Dept. _____

Telephone (home) _____ (work) _____ (cell) _____

Approved By Printed Name _____

Approved By Signature _____ Date Approval _____

NOTE: All request for announcements must be submitted in the Administrative Office or via email by 10:00 am on Tuesday mornings for Wednesday announcing and by 10:00am on Thursday mornings for Sunday announcing.