

Announcement Request



Date Submitted: _____ Date Needed: _____

Submitted By: _____ Contact #: _____

INFORMATION TO BE ANNOUNCED

(Please Print or Type)

Start Date: _____ End Date: _____

Announcement Text (4 lines max.):

To Be Completed by Ministry Leader

Place Announcement in:

Church Program Pulpit Website **Video Announcements**

Facebook Other _____

Note: If written materials are requested along with announcement (ie., registration form, invite cards) please specify On, and complete request on Graphics Request Form.

To Be Completed By Administration

Approved: _____
Director of Ministries

Approved: _____
Church Administrator

Announcements Must Be Submitted 14 Days Prior to Announcement Beginning Date. Announcements may be dropped off at the church office between the hours of 10:00am and 3:00pm, Monday through Thursday, or faxed or emailed to church.

***NOTE:** Announcements for Website must be submitted at least 3 weeks in advance.

Announcements may be edited per Sun City Administration Office. (If announcement is edited, Ministry Leader will be notified.)