



ADVERTISEMENT, ANNOUNCEMENT, FLYER & SIGNAGE REQUEST FORM

Name _____ Ministry _____

Phone _____ E-Mail Address _____

Ministry Head of Event (if different from person listed above) _____

Event Name & Description: Please specifically indicate how you want this flyer to be used along with the information that you want on it. Include all information you would want announced from the pulpit, (Attach addition information if needed). ****Please remember that we require a 2 week lead time for this request to be published and announced, any last minute requests will be evaluated for approval****

Location (room): _____ Date(s): _____ Time(s): _____ to _____

FOR OFFICE USE ONLY

- Flyer (inserted in the bulletin) Dates: _____
- Announced in the Sunday Bulletin (A.A.) Dates: _____
- Announced from Pulpit (M.S.) (Pastoral Approval Required) Dates: _____
- Announced in the Monthly Newsletter (A.A.) Month: _____
- Advertised on a Church Website Banner (C.G.) Dates: _____
- Put on the Church Website Calendar (A.A.) Dates: _____
- Advertised on Sundays Computer Graphics (C.G.) Dates: _____
- Other Graphic Arts Needed (C.G.) Dates: _____

(OFFICE USE ONLY - C.G.= Computer Graphics, A.A.= Admin Asst., M.S. = Minister to Students)

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Date Received _____ Date Approved _____ Approved By _____