AUGUSTA CHURCH OF THE NAZARENE

Bulletin Announcement Request Form

1. Event Name:

2. Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Contact Person:

4. Contact Info:

5. Announcement should read:

6. Would you like to make a one-time announcement

 during Sunday Worship? Yes / No

If Yes, what date? \_\_\_\_\_\_\_\_\_\_

NOTE: The announcement needs to include the following:

* Who/what/when/where/how & why (as applicable)
* Cost associated with event

 **Administration (Office Use Only)**

* **Church Leadership Team approved? Yes No**
* **Event planning form submitted? Yes No**
* **Bulletin \_\_\_\_\_ Calendar Website Facebook \_\_\_\_\_\_**

**Announcements are printed on Thursday; all requests must be submitted before Thursday morning. Please avoid “last minute” bulletin announcement requests.**