

## ANNOUNCEMENT REQUEST FORM

Please submit via Administrative Mailbox no later than one Sunday before the "Sunday Of Intent".

Please type or print clearly. Faxes are no longer acceptable. Department Head approval is imperative. PERSON SUBMITTING REQUEST: **DEPARTMENT HEAD APPROVAL SIGNATURE (required):** Date: Telephone Number: Telephone Number: EVE: DAY: DAY: EVE: **Date Submitted To Department Head:** Date Submitted To Administrative Office: **CONTACT PERSON (Very important for details):** NAME: **TELEPHONE NUMBER:** DAY: EVE: ANNOUNCEMENT OF INTENT is as follows and/or attached: **Deadline Date:** Announcements must include all pertinent details requested above via this form and/or attachment(s), or the "date submitted to Administrative Office" becomes invalid. Posting/Announcement Approval: ☐ Worship Service - Pulpit (if schedule allows) ☐ Worship Bulletin (as available) ☐ Flyer (must be attached) ☐ Worship Service - A/V Screen ☐ Bible Institute (Tuesdays) ☐ Other: ☐ Worship Service - Special Appeal ☐ Bulletin Board (Specify which board) (Person's Name and the Appeal must be attached/included) ABC Administrative Office Use Date Received/Initials: **Date Submitted for Approval Signature and Date:** Approval/Initials: Denied (Reason): Announcement text is subject to editing by the Administrative Office. Please refer to the Announcement Section in the Leadership Manual for announcement procedures.