

# Church Announcement Form

Name of Person Submitting Announcement: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Please Publish (check all that apply): \_\_\_\_\_ Overhead Screen \_\_\_\_\_ Bulletin \_\_\_\_\_ Website

Announcement: (Please print clearly. If necessary, announcement may be edited due to limited space.)

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Is there anything else the office should know about this announcement?

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Signature: \_\_\_\_\_