

**Bulletin Announcement Request Form**

**Ministry Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**A brief description of the event, including: when it will take place, where it will take place, if there is a cost for the program.**

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**Announcements may run for up to three weeks and must be submitted by NOON on Friday, one week prior to when you want the announcement to run. All announcements are subject to approval and editing.**

**When would you like this announcement to run?**