

Ministry Event/Announcement

Name of event/project: _____

Sponsored by: _____

Submit completed form
to the church office for
review and approval.

Communication Request

Text of bulletin announcement:

Run announcement on the following Sundays: (list dates) _____

Bulletin Insert ____ Yes ____ No Office approval? ____ Yes ____ No

Request for insert on the following Sundays: _____

Announcement for *The Witness*:

Request to run (list dates): _____

Add to Website: _____ # of weeks Website photos to submit? Yes ____ no ____

Announce event on Facebook: yes ____ no ____

Weekly Bulletin
Deadline: Monday

Witness Deadline:
Monday of print week

Will your team be creating fliers and posting fliers and/or sign up sheets?

____ Yes ____ No

Number of weeks to be posted (as space is available) _____

Easel in Narthex required? ____ Yes ____ No

Facility Use and Room Reservation

Room/Space Requested: _____

Church Building ____ Coffee House ____

Require room seating for _____ people

Requested date for use: _____

_____ Tables # of tables _____

_____ Chairs # of chairs _____

_____ Sound equipment

_____ Projector/screen

_____ TV/DVD

Contact person:

Name: _____

Phone: _____

Email: _____

Request for set-up time and decorating:

_____ Day of event

_____ Night before

Second contact person:

Name: _____

Phone: _____

Email: _____

Room Set– Up Request

(Draw a diagram of table, chair and equipment placement. Indicate location of doors and windows)

Office Approval and Agreement

Room Assignment: _____

Set-Up Plan and Agreement:

Special Instructions:

Child Care Request

Number of children requiring care _____

Ages of children:

Start time _____

Finish time _____

Special Instructions: