

## ANNOUNCEMENT REQUEST FORM

Please fill out the following form to request announcement time in the Sunday morning worship service. Your request will be considered based on the nature and content of the announcement, the service time available that week, and the appropriateness of the announcement given other things going on in the service.

To ensure that staff has time to consider your request, this form should be received and turned in to the church office no later than the Monday preceding the desired announcement date.

Date of request:

/ /

Person requesting announcement:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Ministry, activity, event to be announced

Description: \_\_\_\_\_

Location: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Has your ministry, activity or event been included on the church calendar?

Yes.

No.

Announcement date(s) requested: \_\_\_\_\_

Which morning services?  8:15am only  11:00am only  8:15 & 11:00am

Amount of time requested:

Less than 3 minutes

Less than 5 minutes

Person making announcement

Check if same as above

Request announcement from pastoral staff

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you received permission to give the announcement from the commission/ministry leader responsible for oversight? (if necessary)

Yes. From whom? \_\_\_\_\_

No. Please contact pastoral staff for assistance.

Do you have media (PowerPoint slide, video or other visual) to accompany your announcement?  
(Media must be submitted to the office by noon on the Wednesday preceding announcement)

Yes. Please specify \_\_\_\_\_

No.

To maintain our commitment to stay within our 1 hour 15 min. worship service time frame, and to ensure clarity and conciseness, it is encouraged that announcements be scripted. Please include the proposed announcement script below:

**\*Please return this form to the church office no later than the Monday prior to the requested Sunday worship service.**