



# Watts Chapel Missionary Baptist Church ANNOUNCEMENT REQUEST FORM

NOTE: ALL events must be approved and placed on church calendar prior to submitting this form. Please see the Facility Use Form.

## EVENT INFORMATION

Name of Ministry:

Ministry Leader Completing Form:

Name of Event:

Desired Announcement: *(Please be sure to include who, what, when, where, and why)*

Date and Time of Event:

Event Location:

Contact Phone Number:

Email Address:

Event Description:

Special Requests:

## HOW TO SHARE ANNOUNCEMENT\*

*\*Specific guidelines apply. Please contact the Administrative office if you have any questions.*

*\*\*Due Tuesdays at noon preceding holidays/scheduled office closures.*

- Bulletin – Due Wednesdays by 12:00pm. \*\*
- Church Website – Due Wednesday by 12:00pm\*\*
- Mass Email – churchwide events only, unless ministry provides office with a specific emailing list
- Community Calendars / Bulletin Boards – Requires minimum 2 Week Advance Notice
- Radio Spot – Requires Budget & Minimum of 2 Weeks for Production
- Other, please specify \_\_\_\_\_

Desired Start Date:

Desired End Date:

Signature of Ministry Leader:

## FOR ADMINISTRATIVE OFFICE ONLY

Date Received:

Received By:

Notes:

Actual Run Dates: