



ANNOUNCEMENT REQUEST FORM

Event Leader's Name: _____ **Date of Event:** _____

Event Name: _____

Approximately how many people will be attending? _____

Briefly, what is the purpose of this event? _____

*Please note that submission of this form does guarantee an announcement will be made.
You will be contacted once we receive and process the form. Thank you!*

Date Submitted: _____

Please return completed form to the church office.

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