



Greater Mt. Sinai Church of God in Christ Church Announcement Request Form

Type of Announcement: Bulletin Video

Suggested Title:

Note: This form is to be used for church announcements **only** (not auxiliary specific announcements). Please provide all pertinent facts, (i.e., who, what, when, where, why, and how. Please provide short, specific information.)

Date(s) of Event:

Time:

Location:

Specific Details:

Date Request is being Submitted:

Date Announcement should start/end:

Your Name:

Telephone #:

Email:

Approved by: Date:

Note: All requests for Announcements should be emailed to Linda Owens (lindaowens@wi.rr.com) for approval. Linda will forward approved announcements to the Administrative Office **no later than** 5:00 p.m. on Wednesday.