

Bulletin/Newsletter Announcement Form

Please complete the following information to have your event announced in the Bulletin or Newsletter. ***Announcements must be received by Tuesday at 10 am for Wednesday's bulletin and Thursday by 10 am for the Sunday's morning or evening bulletins.***

Today's Date: _____

This announcement is for: Bulletin _____ Newsletter _____

Dates to run: Bulletin (2 weeks max) _____
Newsletter (1 Mo. Max) _____

Does this announcement need to be a separate insert? Y / N

PLEASE NOTICE: inserts are only available for Sunday and Wednesday EVENING Bulletins. If you have insert information for a Sunday Morning Service—1/2 sheet inserts can be made available at the Calvary Information Desk for people to pick up. Also: Information covered in an Insert will not be duplicated in the Bulletin Announcement Section.

Submitted by _____ Phone _____

Please write out your announcement (***Due to limited space, please be as brief as possible.***)

Date of Event: _____ Time of Event: _____

Place of Event: _____ Contact Person: _____

We will do our best to accommodate your request, however, due to limited space, we may have to alter your announcement. And please realize; not all requests for inserts will be granted. Thank you for understanding.

Has the event been put on the church calendar? If not, please complete an Event Request Form and return to the Receptionist.

OFFICE USE ONLY: Dates to run in Bulletin _____, _____, _____, _____
Month to run in Newsletter _____

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