



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:

Additional Information:

HOW TO SHARE ANNOUNCEMENT*

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

Note: The deadline is Mondays at 5:00 p.m. to announce an event.

- Bulletin
- Church Website
- Pastoral Briefs
- 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: