



## 2024 PUBLICITY ANNOUNCEMENT REQUEST FORM

*Video and Constant Contact Request are Due **1 MONTH** prior to your Event or Meeting.  
Admin Asst. sends **(2) weeks** of announcements to the Video Ministry every other **Thursday**.  
The Video Ministry records every other Thursday at **7:00 p.m.***

Date Submitted: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is your event currently on the ABC Church Calendar? ☐ Yes ☐ No

If not, please be advised that your event and announcement is **subject to approval**.

### ANNOUNCEMENT INFORMATION

Event Day/Date: \_\_\_\_\_

Event Time: ☐ am ☐ pm

Ministry Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Details/Information

Location/Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**In what medium would you like your announcement?**

☐ Church News

☐ Flier

☐ Website

☐ Special Announcement

☐ Constant Contact

**NOTE: *All Announcements are subject to space as determined by:  
Administrative and the Video Ministry.***

### ADMINISTRATIVE USE

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_ ☐ am ☐ pm

Comments: \_\_\_\_\_

☐ Confirmed Church Calendar

☐ Forwarded to Video Ministry

☐ Forwarded to Website Ministry

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Completed By: \_\_\_\_\_