



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: