

BULLETIN REQUEST FORM

Request must be made 2 weeks before request is to be in the bulletin

Request submitted by: _____

Contact Phone/ Email: _____

Title of Event/Ministry: _____

Time & Date of Event: _____

Location: _____

Please note that if you plan on using the church building, you must fill out a **Facility Request Form** at least 2 WEEKS before the event.

Bulletin requests are not guaranteed

Each application is approved at the discretion of the Pastor, Church Administrator and as space allows.

Details of Announcement:

Office Use Only:

Date Received: _____

Approved by: _____

Date to be in bulletin: _____



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