

Pulpit Announcements Request Form

Requests are due 8 working days before Announcement

Date submitting notice ____/____/____

Name of person submitting notice _____

Phone number you can be reached at: _____

Email address: _____

Name of Ministry: _____

Announcement to be made on the weekend of: _____

Announcement to be made at which Church BJS OLS

Will this announcement be in the bulletin? Yes No

Will there be a Flyer Insert? Yes No

Announcement

OFFICE USE ONLY

Approved: Yes No

Approved by: _____