

Announcement Request Form:                      Signature of Elder Approval: \_\_\_\_\_

Announcement to be displayed:  Verbal,  Announcement Scroll,  Bulletin,  Website

All announcements need to be approved first by the leadership. When approved, it can be given to the Easy Worship tech staff no later than 9:15 a.m. on Sunday mornings to facilitate typing.

If emailed, the email needs to be forwarded from one of the elders who have approved such and received no later than Friday before the Sunday that the announcement is to be made.

No announcements will be taken that are not written down and approved by the leadership first.

Your Name: \_\_\_\_\_ Date \_\_\_\_\_

Announcement Information: \_\_\_\_\_

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