Bulletin Announcement Guideline

Your name _____ Daytime phone # _____

Date(s) you would like the announcement run _____ *(Maximum: 3 weeks)*

Write a creative 'pitch' exactly how you want it to be seen in the bulletin. And check off the following as you include them:

- ❑ Name of event, group, etc.
- ❑ Date
- ❑ Time
- ❑ Location
- ❑ Who is invited?
- ❑ Where to (how to) sign up (if applicable)
- ❑ Name and phone # of contact person (optional)

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All announcements will be edited for length and content.

All requests submitted less than five days before the publication date will be considered on a space-available basis only.

Submissions can be faxed to the church at 757-7381 or sent to mail@hisplacechurch.com