

Platform Announcement Request

Instructions:

1. Complete the information below.
2. Turn this request in to Cheryl either at the main office or by e-mail at cherylcn@hisplacechurch.com. (Your request is tentative until confirmed, which normally is within two weekdays of submitting your request.)

Things you'll need to know:

- The number of openings for announcements is very limited; openings often fill up a month (or more) in advance.
- Announcements may not be requested for the 1st Sunday of any month.
- Announcements are limited to one per program/event.
- The entire length (including any video) should be around 2 minutes.
- An announcement draft must be submitted for approval to Cheryl by the Tuesday prior to your announcement.
- You will need to submit a separate "Bulletin Announcement" form.
- You will need to submit a separate "Sign-up Table Request" form if you require a sign-up table.

Your name: _____ Daytime phone: _____

Date form submitted: _____

Ministry department: _____

Person giving announcement: _____

Preferred announcement date: _____

(Approved requests are subject to rescheduling on rare occasions.)

Alternate announcement date: _____

Program/event name: _____

Yes No I will have a video clip to show

Yes No I will have a slide show to project as I speak

Yes No I have a logo or book cover photo I'd like projected

Yes No I have the "Announcement Guidelines" checklist