



ANNOUNCEMENT FORM
(Announcements must be in by Thursday of each week)

Date: _____

Ministry: _____

Ministry Leader: _____

Attention: _____

(To Whom You Are Addressing)

ANNOUNCEMENT: It should consist of the following: Who, What, When, Where, How, Cost & Contact Person.

1. Title of event, function or activity.
2. Date and Time.
3. Specifics of the event.
4. Who to contact for additional information.
5. Cost if any and deadline to turn in money.

(Please Print or Type)

Administrative Support Use:

Received by: _____ Received date: _____

Action Taken: _____