

ELIM Christian Fellowship - Announcement Request Form

Fillable version created from the submitted document.

1. Name of Person Submitting Request & Ministry/Department

2. Phone Number and Email Address

3. Alternate Name and Email Address

4. Title of Announcement

5. Please describe the announcement you would like shared

6. Type of Announcement

Event

Meeting

Program

Volunteer/Service Opportunity

General Information

Other

7. Date of Event or Deadline

8. Time of Event

9. Location of Event

10. Contact for More Information

11. Requested Start Date

13. Distribution Channels

Sunday Morning Announcement

Church Bulletin

Church Website

Social Media

Email/Text Message

Church Screens/Slides

Other

15. Flyer/Graphic Information

16. Preferred Colors, Images, Scripture, Theme, or Design Style

17. Attached Logos/Photos/Flyers

18. Approval

Yes

No

Not Sure

19. Name of Approving Leader

20. Additional Notes or Special Instructions