

Form Deadline:

Please submit form **2 weeks prior to the date you would like the announcement to begin**. This allows staff time to prepare necessary sign-up forms, website links, slides, etc. that may be involved in promoting your event.

In order to adhere to the above deadline, the completed form can be scanned and sent as an attachment to office@springhillumctn.org. It can also be turned into the church office or placed in the “completed” section of the hanging tray located in the Fellowship Hall where the blank forms are kept.

| | |
|---------------|--|
| Requested by: | |
| Phone: | |
| Email: | |
| Today's Date: | |

Please complete the information below as it applies to your event.

| | |
|---|--|
| Event/Function: | |
| Date and Time: | |
| Location: | |
| Contact Person: | |
| Contact Phone and/or Email: | |
| Registration Deadline: (if applicable): | |
| Cost (if applicable): | |

Important notes:

- ✓ The church office can assist you with your announcement, but we ask that you take responsibility for completing the form in order that your information is communicated properly.
- ✓ Please limit the length of your announcement. (Depending on the number of announcements for a given week, the staff may need to abbreviate an announcement and provide direction on how to find additional information.)

Print your announcement here or attach with this form: