

Announcement Request Form

Use This Form To Have An Announcement Placed In The Monthly Calendar / On The Church Sign.

**Please Return This Completed Form To The Pastor Via The Pastor's Mail Box.
Announcements Must Be Received By The Last Tuesday Of Each Month In Order To Appear In The
Calendar For The Following Month.**

If You Need To Make A Verbal Announcement On Sunday Morning It Must Be Preapproved By The Pastor.

Name of Organization: _____

Contact Person: _____ Phone: _____

E-mail Address: _____

Date of Event: _____ Time: _____

Title/Theme: _____

Purpose of Event: _____

Announcement:

Please Note: This request form is no guarantee that your announcement will appear in either place or that it will appear verbatim.

Signed: _____, Pastor Date: _____

Allen Chapel AME Church