

# Bulletin Request Form

Request must be made **TEN DAYS BEFORE**  
request is to be in the bulletin

Request Submitted By: \_\_\_\_\_

Date Request Turned In: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Title of Event/Ministry: \_\_\_\_\_

Time & Date Of Event: \_\_\_\_\_

Location: \_\_\_\_\_

**Please note that if you plan on using the church building, you must fill out a facility request form 2 WEEKS before the event**

**BULLETIN REQUEST ARE NOT GUARANTEED.**

*Each application is entered at the discretion of the Pastoral Staff.*

Details Of Announcement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a table for ministry. **Size** \_\_\_\_\_

Please provide a sign up sheet with this information:

**(i.e. name, phone, address, childcare, amount due, etc.)**

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## **Office Use Only**

Approved By: \_\_\_\_\_

Date to be in Bulletin: \_\_\_\_\_