**Announcement Request Form**

Please submit this completed form to the church office as far in advance of your event as possible. The absolute deadline to get your announcement in for the upcoming weekend services is noon on Tuesday of the week prior.

Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone/Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Description of Event -Text for bulletin and/or verbal announcement:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where would you like your announcement to be run? (Mark all that apply)

Sanctuary \_\_\_\_ Saturday Evening \_\_\_\_\_ Reach\_\_\_\_\_

Bulletin \_\_\_\_\_ Verbal \_\_\_\_\_ Slide (displayed on screen) \_\_\_\_\_ SOTH Website\_\_\_\_\_ Facebook\_\_\_\_\_

Is your event on the church calendar? Y / N

What dates would you like your announcement to be run?

Start on\_\_\_\_/\_\_\_\_/\_\_\_\_ End on\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please note that announcements will generally run for no longer than three weeks, and should be published three weeks in advance of your event to ensure maximum exposure to the congregation.

If your event runs for multiple dates then your announcement should be refreshed with new wording and/or graphics after every three weeks.

**Announcement Content Guidelines**

Try to keep your content brief without leaving out necessary info, e.g.:

Renewed Marriage Seminar with Jane Smith

Saturday, March 9, 10:00 a.m. - 2:00 p.m. in Fellowship Hall

$35.00 suggested donation (includes materials, lunch, and childcare)

Contact John Doe in lobby after service or call 920-555-1234

**Announcement Slide Guidelines**

Announcement slides should be submitted as a PowerPoint .pptx file (Google Slides - a free online program - can be used instead of PowerPoint and saved as a .pptx file). All text should be no smaller than a 32pt. Titles/headlines should be no larger than a 96pt. Choose text colors and backgrounds with a high contrast ratio (black on white, yellow on black, etc), and use a sans-serif font (please, no comic sans). These guidelines will help to ensure that your message is clearly and properly displayed.

All requests are reviewed before publication. We reserve the right to edit your announcement for length and content, if necessary. Due to the large number of events advertised throughout the year, it may sometimes be necessary for us to shorten the duration of your announcement. Please make sure that any events being advertised are booked on the church calendar before your request is submitted.

Your announcement MUST include contact information. Please do not instruct people to call the church office for more information about your event. Please double-check phone numbers and e-mail addresses for accuracy.