



Please submit two (2) weeks prior to date announcement needs to be run. Submit either on the website or leave in the appropriate mailbox slot.

## ANNOUNCEMENT REQUEST

Date Submitted \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Announcement Description/Wording (What is to be read for announcement) on voice-over, etc.):

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

Ministry Leader Approval: \_\_\_\_\_

Event Date: \_\_\_\_\_ Run Dates of Announcements: \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date  
(Announcement should run at least 2 Sundays prior to event)

Follow-up/Sign-Up Required) \_\_\_\_\_ Yes \_\_\_\_\_ No  
(Note: Sign-up is responsibility of Ministry supporting Event/Announcement)

Attachments:  
(Note: Submit files via email to **announcements@livingpurpose.org**)

\_\_\_ Graphics      \_\_\_ Video      \_\_\_ Flyer      \_\_\_ PowerPoint

### ADMINISTRATIVE USE ONLY

Announcement Received/Confirmation Sent?    \_\_\_ Yes    \_\_\_ No  
Confirmation Sent: Date \_\_\_\_\_

Announcement Approved?                            \_\_\_ Yes    \_\_\_ No

Run Times Approved?                              \_\_\_ Yes    \_\_\_ No

Attachment Received/Verified?                 \_\_\_ Yes    \_\_\_ No

Date Media Received Information: \_\_\_\_\_

Approved By: \_\_\_\_\_                            Date Approved/Recorded \_\_\_\_\_