

MINISTRY ADVERTISEMENT FORM

Date Submitted: _____ Date of Event: _____

Deadlines:

Bulletin and Pre-Service Slides – 60 days prior to date of event.
Bulletin Ads will appear a maximum of 3-4 weeks.

If you are having an onsite event you MUST also complete a Facility Request Form

Ministry/Organization _____

Contact Person _____

Desired Contact Phone or Email (for advertisement) _____

Event Name _____

Event Start Time _____ Event End Time _____

Location: _____ Intended Audience: _____

Cost _____ Payment Envelope Needed OR
 Payment Collected the Day of Event

Is a Sign Up Sheet Needed? Yes No

Please list any specific information (*i.e., time leaving/returning from church, items to bring, cut off date for sign-up/pay, contact information, speakers, etc.*)

Check Advertisement Needed:

Bulletin Pre-Service Announcements Only Post Cards Targeted Email
 Other _____

These forms may be submitted via email or printed, filled out and submitted to the office. All requests for use of facilities must be submitted to Pastor Matt no later than 60 days prior to the event. This is essential in order to plan dates effectively on the Church Calendar. Space is limited in the Church Bulletin and the decision to publish ads is at the discretion of the Administrator and Lead Pastor. We will make every effort to publish approved items that do not make it into the bulletin as pre-service Announcement Slides.