

# Church Announcement Form

Please check all that apply:

☐ PowerPoint (slides that run before and after service) ☐ Verbal ☐ Newsletter ☐ Website

Please check the category appropriate for your announcement:

☐ General Announcement ☐ Men's Ministry ☐ Women's Ministry ☐ Youth Ministry ☐ Children's Ministry  
☐ Small Groups ☐ Missions ☐ Prayer ☐ CUFI ☐ BTI ☐ MHM

Other: \_\_\_\_\_

Do you have an approved Activity/Event Proposal Form for this activity/event? ☐ Yes ☐ No ☐ Not Needed

(If not, submit Activity/Event Proposal Form to administration at [admin@worldoutreachbtc.org](mailto:admin@worldoutreachbtc.org))

Name of person submitting announcement: \_\_\_\_\_

Phone Number or E-mail address: \_\_\_\_\_

Name of person overseeing event: \_\_\_\_\_ Department: \_\_\_\_\_

Dates to run from: \_\_\_\_\_ to: \_\_\_\_\_ (Announcement may be limited to no more than 3 times)

PLEASE PRINT CLEARLY. If necessary, editing may take place due to limited space.

Announcements should be submitted electronically or in writing **NO LATER THAN** the 15th of the month prior to the event (i.e., if the event is in May, announcement should be submitted no later than April 15th). Announcements can be emailed, placed in the admin mailbox, or dropped off at the office. **E-mail address:** [admin@worldoutreachbtc.org](mailto:admin@worldoutreachbtc.org) **Subject line:** Announcement (Department Name)(Month to be ran)

PowerPoint  
Announcement  
(20 words or less)

Verbal  
Announcement  
(50 words or less)

Newsletter  
Announcement  
(50 words or less)

Website  
Announcement  
(250 words or less)