

Greater Bethlehem Baptist Church Announcement Form

Use this form to submit an announcement and email this form to
announcements@greaterdallas.org .

Name of Ministry	
Submitted By	
Contact Number	
Contact Email Address	
Intended Audience	
Start Date (s)	
Start Time (s)	
End Date (s)	
End Time (s)	
Location	
Announcement Start Date	
Announcement End Date	
Additional information/ Instructions	

Note:

Announcements can be submitted to announcements@greaterdallas.org OR a paper copy can be left in the church office.

The announcement deadline is **Wednesday at 5:00PM**, for inclusion in the immediate Sunday Worship Guide and Media Presentation.

Announcements can be submitted before the week they are to be presented. **Specific information should be included regarding the date the announcement is to begin and end.**

Announcements will be presented for a **two-week period**, or until the **date of an event**, unless an alternate request is made.

Announcements should be short, impactful, and contain pertinent information.

Announcements **will not** include the printing of fliers for the Worship Guide. (When registration or pledge cards are needed for your ministry, please contact the Church Secretary to discuss the needs.)

The ministry should provide graphics needed for announcements. (Needs can be discussed with the announcement coordinator or included with the announcement request.)

In the event the weekly announcements exceed the printable space, **and/or** three and a half to four (3.5 – 4) minutes for the media presentation, the ministry will be contacted, and the announcement will be presented the following week.