# Rhema Christian Center
# Announcement Sheet Request Form

Type of Announcement: _____ Bulletin _____Video

Suggested Title Line: _____

Text: Please give all facts, i.e. Who, What, When, Where, Why and How. Type or Print Clearly. Please provide **short,** **specific** information for all video announcements, as they must adhere to a 2-3 minute time frame.

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Announcement Date(s) Desired _____

Name: _____

Telephone: _____

Date of Request: _____

Approved By: _____

Date: _____

**Note:** All requests for Announcements must be in the Administrative Office by **10:00 a.m. on Tuesday mornings.**

**(Revised 12-30-05)**