

Christ Covenant Church

Announcement Sheet Request Form

Type of Announcement

Bulletin Facebook Website Phone Tree Video/Presentation Family Meeting Email Blast

Suggested Title _____

Content

Who _____

What _____

Where _____

When _____

Why/Description of Event

Announcement Date(s) Desired _____

Name

Phone _____

Date of Request _____

Approved By _____ **Date** _____

NOTE

All requests for Announcements must be in the Administrative Office by Thursday for the following Sunday.

Return via fax to 440.632.0374, Email to christcovenant@windstream.com or In Person to the Office