



## **ANNOUNCEMENT REQUEST FORM**

Please complete this form and submit it to the church office. Announcements are made via email, social media, website, bulletins, and live during Sunday morning worship service. If you would like Bethel Baptist Church, East to announce or promote an upcoming event, meeting, rehearsal, or program, it must first be approved by Pastor. Once approved by Pastor, it will be added to our communications and announced accordingly. The announcements are to promote programs, fundraisers, initiatives, meetings, and events that are not regularly scheduled. In order for an announcement to be included in the Sunday morning worship experience specifically, this form must be submitted by Tuesday at noon. Any forms submitted after Tuesday will not be included in Sunday's worship experience until the following week. Personal announcements may not be made unless approved by Pastor. Any questions, please email [office@betheleast.org](mailto:office@betheleast.org) or call the church office 313-923- 3060

### **GENERAL INFORMATION**

Department/Ministry: \_\_\_\_\_

Request Submitted By: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Requesting Dates: \_\_\_\_\_

Page 1 of 2

### **ANNOUNCEMENT INFORMATION**

Announcement Title: \_\_\_\_\_

Date and Time of Event/Initiative: \_\_\_\_\_

Description:

Location of Event: \_\_\_\_\_

Target Group: \_\_\_\_\_

## ADVERTISEMENT

Please Place A Check Mark Next To All That Apply

- E-Blast
- In-Service Announcement
- Bulletin
- Social Media
- Bethel East's Website (betheleast.org)

**FOR OFFICE USE ONLY**

Received By \_\_\_\_\_

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Pastor's Signature \_\_\_\_\_

Approved  Not Approved

## Comments