



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 or call the church office 313-923- 3060

GENERAL INFORMATION

Department/Ministry: _____

Request Submitted By: _____

Date Submitted: _____

Requesting Dates: _____

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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
