



ANNOUNCEMENT REQUEST FORM

Please fill out this form if you would like an announcement in the following: *TCC Connect*, church website, church master calendar, Facebook, Sunday PowerPoint slides and the Sunday bulletin. Deadline for announcement submission is **Wednesday by 12:00 noon three weeks prior to the event**. Please note that your event may be promoted up to 3 months prior to the event date.

Name of Requestor _____

Phone(s) _____

Email _____

Name of Ministry _____

Content of Announcement must include the following: *Clear description of the event, who is the event for, where is the event, when the event will take place, and contact information. If the form is not complete with details, it could result in a delay in the announcement of the event.*

Multi-Media

TCC Website, TCC Newsletter, Sunday Power Point Slides, Facebook - **This portion will contain the most detail about your event and will go on our various forms of media communications.**

Sunday Bulletin YES NO **BULLETIN DATES** _____

Announcements will generally run in the bulletin up to 4 weeks prior to the event. **This portion will summarize the main parts of your event to be included in the Sunday bulletin.**

Verbal Announcement YES NO **DATE TO BE ANNOUNCED** _____

Name _____

Please include the name of the person who will give the announcement and the date you would like the event announced (usually 1 to 2 Sundays prior to the event). **The person giving the verbal announcement needs to be at church by 9:30 am in order to participate in the service. Announcements should be no longer than 3 minutes.**

If you have any questions please contact Lynne Heyne or Amy Gillette at 616-988-9268. Upon completion of this form, please submit it to lynne@tabernaclecommunity.org. You will receive a confirmation email once your form is approved and ready for publication in the various forms of TCC media communications.