

CALENDAR AND/OR ANNOUNCEMENT REQUEST

Use this form to let us know of ministry events and announcements that you'd like to have on the calendar, bulletin, email, text or Facebook! To reach the most people, it is wise to have your announcement communicated in a variety of formats, and in the week or two leading up to the event emphasized with it printed in the bulletin or verbally announced. *We will do our best to accommodate your requests, however requests made on Saturday, or Sunday morning might not be run. Please plan ahead - events should have AT LEAST TWO WEEKS of advertisement in a variety of formats for best results.*

NAME:

PHONE:

MINISTRY:

ANNOUNCEMENT TITLE:

DATE OF EVENT:

FULL TEXT OF ANNOUNCEMENT: (Please include dates/times/contact info of person in charge.)

DO YOU HAVE ANY OF THE FOLLOWING: Image Video Slideshow

*If so please send them to diane@ktnnaz.org Images should be formatted in widescreen (16:9).

If you do not have an image, we can make one for you. Yes, please

Y or N	TYPE OF COMMUNICATION	DATES REQUESTED TO BE RUN
	Text Reminder	
	Church Email	
	Vldeo Announcement*	
	Pre & Post Service Loop	
	Bulletin	
	Church Calendar (website)	
	Facebook	

*please note that we can film the clip, or you can do it yourself. Clips need to be 30 seconds or less.

Ministry Leader's Signature

Date

Recieved By

Date