



# Announcement Form

**NOTE:** Use this form for making announcements. All updated & new announcement information should be submitted by Thursday, 1pm of the announcement week and approved by your staff leader.

Media Type	Media Update Schedule	Worship Folder Placement Key:
Worship Folder	updated weekly	1. Inside - General announcements & future events
Website	Anytime, weekly	2. Back Cover - Regular scheduled activity for that week
Sunday - Slides	Anytime, weekly	3. Front Cover - All Church Announcements (up to 3)
Sunday - verbal Ann.	TBD	
Patio Marketplace	Weekly	
Phone system Ann.	Monthly	
Email newsletter	Bi-monthly	
Word of mouth	Anytime per your staff contact	

## Announcements

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Information (25 words or less): \_\_\_\_\_

Contact: \_\_\_\_\_

**Announcement Medias:** *(Check the appropriate media and circle the placement location)*

**Worship Folder:** inside / front cover / back cover  
 **Website:** ministry page / homepage   
  **Sunday** - verbal / slide   
  **Patio Marketplace:** booth  
 **Message announcements:** phone system   
  **Email newsletter**

Staff Initial: \_\_\_\_\_

Event Title: \_\_\_\_\_ Event Date: \_\_\_\_\_

Information (25 words or less): \_\_\_\_\_

Contact: \_\_\_\_\_

**Announcement Medias:** *(Check the appropriate media and circle the placement location)*

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Staff Initial: \_\_\_\_\_

### Staff Leader

Bill Martin (Senior Pastor)	All Church Events & Adult Ministries
John Stewart	Student Ministries
Adam Cuevas (Bilingual Pastor)	All Bilingual Events
Cindy Martin	Children's Ministries
Greg Panos	Worship, Production (audio, media, lighting), Arts (dance, drama, artistry), Look
Courtney Hollingsworth	High School & Missions