



For Kingdom Building  
Matthew 5:13, 14

# Announcement Request/Scheduling Form

**\*\*Please Print Clearly\*\***

Date \_\_\_ - \_\_\_ - \_\_\_

Requestor /Auxillary \_\_\_\_\_

## ANNOUNCEMENT SECTION

Please write any specific information needed in the announcement:

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Please attach any additional document that may be helpful.

To secure the facilities (Church or Hall) and/or vehicles, please fill out scheduling form information located at the bottom of this form.

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## SCHEDULING SECTION

Requested Dates \_\_\_\_\_ Alternate Dates \_\_\_\_\_

Entry Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Purpose \_\_\_\_\_

Facility Requested Church \_\_\_\_\_ Hall \_\_\_\_\_ Outing \_\_\_\_\_

NOTE: If this is a recurring meeting, please resubmit a form after every fourth recurring date. Also, if you cancel one of the series in your recurring dates without notifying the administrative office no later than 24 hours prior to your event, it will automatically cancel the rest of the approved dates and you will have to resubmit your request.

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\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Approved/Disapproved

**SUBMISSION DEADLINE IS SUNDAY BY 2:00PM AT LEAST ONE WEEK PRIOR.  
Unfortunately, we cannot guarantee all announcements submitted will be approved.**

Office Use Only Received on _____ Time: _____ Initials _____
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