

# BULLETIN ANNOUNCEMENT ~ REQUEST FORM

IN ORDER TO BE INCLUDED IN THE BULLETIN, THIS FORM MUST BE PLACED IN PHYLLIS'S MAIL BOX, OR EMAILED TO: [PHYLLIS@IRPCFAMILY.ORG](mailto:PHYLLIS@IRPCFAMILY.ORG) AND [OFFICEHERO@IRPCFAMILY.ORG](mailto:OFFICEHERO@IRPCFAMILY.ORG) NO LATER THAN **11:30AM THE TUESDAY MORNING** BEFORE THE SUNDAY YOU WANT THE ANNOUNCEMENT PRINTED.

## BEFORE COMPLETING THE FORM:

1. SCHEDULE YOUR EVENT WITH THE CHURCH TO MAKE SURE THE ROOM REQUESTED IS AVAILABLE.
2. IF USING A ROOM AT THE CHURCH, PLEASE COMPLETE A FACILITY USE REQUEST FORM.
3. IF YOU WANT YOUR EVENT PRINTED IN THE MONTHLY SONSCRIBER, PLEASE SUBMIT A SONSCRIBER REQUEST FORM TO PHYLLIS.

TODAY'S DATE: \_\_\_\_\_ YOUR NAME: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

WHAT DATE(S) DO YOU WANT THIS INFORMATION TO BE PRINTED IN THE BULLETIN? **NO MORE THAN 3 WEEKS**

\_\_\_\_\_

## EVENT INFORMATION

TITLE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_ (AM/PM)

ROOM / LOCATION \_\_\_\_\_

RESERVATIONS OR REGISTRATION REQUIRED? \_\_\_\_\_

IF YES, WHO DO THEY CALL? \_\_\_\_\_ # \_\_\_\_\_

WHEN IS THE DEADLINE? \_\_\_\_\_

WRITE THE ANNOUNCEMENT EXACTLY AS YOU WANT IT TO APPEAR:

(Write on the back if you need more space)

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IF APPLICABLE:

HAVE YOU CONFIRMED ROOM AVAILABILITY? " YES " NO

HAVE YOU SUBMITTED A SONSCRIBER REQUEST FORM? " YES " NO

HAVE YOU SUBMITTED A FACILITY USE REQUEST FORM TO? " YES " NO