

CROSSROADS CHURCH
Announcement Request Submission Form

General Info:

Ministry: _____

Ministry Contact (name, phone, email): _____

Event Date: _____ Event Name: _____

Desired Dates For Announcement: _____

Where would you like your announcement published (circle all that apply):

Bulletin: Please submit a short write-up and attach to this form

Pre-Service: Please attach to this form information for the desired graphic

Verbal: Please submit short write-up and attach to this form

Video: Please submit this form along with a Video Submission Form

*****All submissions for announcements must be made at least 10 days in advance to allow time for preparation.*****

*****Video Submission Requests require a separate form and must be made at least 3 weeks in advance.*****

*****Crossroads Pastors/Staff reserve the right to approve or deny all announcement submissions based on content*****

Submitted By: _____ Approved By: _____

Date: _____ Date _____