



Paseo Baptist Church

SUNDAY BULLETIN ANNOUNCEMENT FORM

(Please submit completed form to church secretary at paseobaptistchurch@kc.rr.com or via fax to 816-921-8313 no later than **Wednesday at noon**, prior to the Sunday the announcement is to run)

Date Submitted: _____ Individual Requesting Announcement: _____

Phone#: Work _____ Cell _____ Home _____

Date (s) Requested in bulletin _____ if recurring, Start Date: _____ End Date: _____

Ministry or on Behalf of: _____

Event/Meeting Name: _____ Date: _____

Location: _____ (**NOTE:** Facilities Use Request must have prior approval)

Please note: Announcements are subject to revision for clarity, content and conciseness and are subject to available space in the bulletin.

Please print the wording for your announcement below: (REMINDER: Include Event Name, Date, Time, Location, RSVP Deadline, Costs, Contact Person, Contact Phone or Email if applicable)

Announcement Form Procedures

- ✓ Announcement requests must be submitted using this form by **Wednesdays** at noon.
- ✓ All Sunday morning announcements will be made via the Announcement Section of the Sunday Bulletin or via PBC 180 Announcements.
- ✓ Announcements are included based on priority determined by Pastor Ealey; date of event and/or first-come, first-serve basis.