

# Elim Baptist Church Announcement Sheet Request Form

Type of Announcement:  Bulletin  Commercial  Elim News

Suggested Title: \_\_\_\_\_

Text: Please give all facts, i.e. Who, What, When, Where, Why, and How. Type or Print Clearly. Please provide short, specific information for all video announcements, as they must adhere to a two to three minute time frame. Please make script voiceover ready. Send all pictures and media to [announcements@elimaugusta.org](mailto:announcements@elimaugusta.org).

Script: \_\_\_\_\_  
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Requests: \_\_\_\_\_  
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Announcement Date(s) Desired: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** All requests for Announcements must be in the Administrative Office on **Tuesdays by 5:00 p.m. a week before desired announcement date.** (Example: If the desired date for announcement to run is XX/18/2019, then the announcement needs to be in XX/11/2019.)