

# Announcement/Article/Message Form

The following is an announcement/article/message for one or more  
of the following:

\_\_\_\_\_ Bulletin - Enter dates to be printed: \_\_\_\_\_

\_\_\_\_\_ Newsletter \_\_\_\_\_ Office Secretary

\_\_\_\_\_ Pastor \_\_\_\_\_ Other (specify)

\_\_\_\_\_ Newspaper Publicity \_\_\_\_\_ Web Page

## **Note Deadlines:**

**Bulletin Announcements: Wednesday at 3:30**

**Newsletter: 15<sup>th</sup> of the month**

Use this form to write your article or attach it to this form. **Please review this checklist** and give very specific information:

\_\_\_\_\_ Who \_\_\_\_\_ What  
\_\_\_\_\_ Where \_\_\_\_\_ When

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Message:

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Date \_\_\_\_\_ Signature \_\_\_\_\_ Phone # \_\_\_\_\_