

# Bulletin Announcement & Insert Form

## Bulletin Announcement - Must be turned by Monday.

Announcement Title \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Date & Time \_\_\_\_\_

Cost \_\_\_\_\_ Deposit \_\_\_\_\_

Date to insert announcement \_\_\_\_\_

Number of times in bulletin \_\_\_\_\_

Do you need a sign up sheet made  Y  N Do you need a sign for the ministry table  Y  N

What is it \_\_\_\_\_

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If you would like announcement to be worded a specific way please write it here, otherwise it may be edited for content or space

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## Insert Form - Must be turned in 2 weeks in advance

Contact Person \_\_\_\_\_

Title of Event \_\_\_\_\_

Date & Time \_\_\_\_\_

Cost \_\_\_\_\_ Deposit \_\_\_\_\_

Date to insert \_\_\_\_\_

Number of times in bulletin \_\_\_\_\_

Do you need a sign up sheet made  Y  N Do you need a sign for the ministry table  Y  N

What is it \_\_\_\_\_

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If you would like announcement to be worded a specific way please write it here, otherwise it may be edited for content or space

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If you have any specific graphics (clip art, photo, etc.) that you would like in the insert it must be emailed to [publicity@southwestchristianchurch.us](mailto:publicity@southwestchristianchurch.us). If you would like to make your own insert and request to have it in the bulletin, please the file to [publicity@southwestchristianchurch.us](mailto:publicity@southwestchristianchurch.us).