

# Bulletin Announcement Request Form

revised: April 16, 2018

**\*\* Submission deadline:** 11:00 am, Tuesday, 10 days prior to the 1<sup>st</sup> weekend you want the Announcement to run

Today's Date \_\_\_\_\_ EVENT \_\_\_\_\_

Ministry Area \_\_\_\_\_ Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## **PLEASE SUBMIT READY-TO-PRINT FILES ALONG WITH THIS FORM!**

List *ALL* dates you are *requesting* an Announcement to be included in the Worship Bulletin  
(3 maximum – during busy times, your announcement may not run all three times requested):

Date 1 \_\_\_\_\_ Date 2 \_\_\_\_\_ Date 3 \_\_\_\_\_

**\*\*ALL Announcements are subject to approval and are prioritized by the Worship Planning Team**

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## **ANNOUNCEMENT CRITERIA**

In order to better manage and be more effective in our use of bulletin Announcements, the following rules have been established by a staff task committee.

- Announcement requests are due, with a completed request form (available on the website or in the church office) 10 days prior to the first date it is desired to run. There is a pre-formatted template available on the Bethany Website. (see bottom of page)
- Maximum outer dimensions are **5.3" wide x 3.2" tall** (Your submission may be scaled larger or smaller as space allows).
- Leave ½ inch (.5) margins on all 4 edges, or your box will not fit into the bulletin template!
- No sign-up forms. Sign-ups will take place in the Connection Corner. Sign-ups taking place in the Connection Corner will be listed in the Connection Corner section of the bulletin each Sunday.
- Events may run a maximum of 3 times in the bulletin, either in the bullet list box, or as its own Announcement Box, but not both at the same time. NOTE: During busy times of year, we may need to reduce the total times some announcements run to allow us to allow everyone to get in for, at least, part of their requested dates.
- On-time requests will be given priority over late ones.
- All Announcements must have contact information included.
- PLEASE Use the "billboard principle" whenever possible. You need to communicate the basic information in 10 seconds or less! Keep it simple! This is not a newsletter article!

**Download Forms & Templates:** [www.bethany-umc.org/about/facilities-admin/communication](http://www.bethany-umc.org/about/facilities-admin/communication)

Email this request form (or the information) and a ready to go bulletin box to:  
[gail.gourley@bethany-umc.org](mailto:gail.gourley@bethany-umc.org)