

IMANI TEMPLE OF TEMECULA CHRISTIAN COMMUNITY CENTER CHURCH OF GOD IN CHRIST
ANNOUNCEMENT REQUEST FORM

All announcements and requests for special events or presentations must be submitted on an announcement form. Please complete the following information as it applies. Prior to submission, the division leader must approve the announcement (if applicable). The Pastor or his designee must approve all announcements. ANNOUNCEMENTS THAT ARE NOT PROPERLY ENDORSED AND APPROVED WILL NOT BE MADE. Completed forms may be placed in the offering plate on Sundays or given to an announcement clerk. Announcements must be submitted at least one week in advance; i.e., no later than the Sunday prior to the week the announcement is to be made.

Sincerely, The Announcement Clerk Staff, (acmhaha@yahoo.com) Annette Mitchell

ANNOUNCEMENT DESCRIPTION/WORDING: (*Note, the announcement clerk may alter wording of announcement when necessary to conform to time constraints.) Use extra page

SPONSORED BY: _____

DATE OF EVENT: _____

LOCATION/DIRECTIONS: _____

DATES ANNOUNCEMENT TO BE MADE: (*Note, announcements will not be given more than three consecutive Sundays unless otherwise approved by the Pastor/Designee.)

- Include in ITT Live
- Include for Announcement Clerk only
- Include in both ITT Live and Announcement Clerk

CONTACT PERSON: _____ Email address: _____

DIVISION LEADER SIGNATURE OF APPROVAL: _____

PHONE # DAY _____
DATE SUBMITTED: _____ PHONE# EVENING _____

DATE RECEIVED: _____ BY: _____