Announcement Requisition Form

Submit completed form to COM at com@alphaworship.org by 11:00 am on Monday

Today's Date: _____

Ministry: _____

Ministry Leader: _____

Contact Name, Email and/or Phone Number: _____

Director Approved: Yes ☐ No ☐

COM Approved: Yes ☐ No ☐

Please complete information below:

Write message below exactly as you want it to appear (including formatting) or attach a separate sheet

Location of Information: Bulletin ☐ Website ☐ Monitors* ☐ Flyer ☐ (flyer attached)

Event Name: _____

Date of Event: _____ Date Needed: _____

Ministry will copy Flyer: ☐ Church to copy Flyer: ☐ Number of Flyers needed: _____

Start and End Dates: Bulletin _____ Website _____ Monitor _____ Flyer _____

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* If information for Monitors is different than above, submit a separate sheet and indicate: 1) The Event Name, Date, Time, Location and a brief blurb. 2) Each slide runs for only ten (10) seconds so limit the blurb to 2-3 bullet points. 3) If sending electronically, Power Point format is preferred but Microsoft Word is acceptable. 4) We will not edit PDF files so if any changes are needed, your file will be returned to you which could delay the posting of your announcement.