



# BCF Announcement Request Form

Information to be dispensed must be submitted by 9am, Thursday - 10 days prior to publication date - no exceptions.  
**NO announcements will be given clearance without this form.** *Announcements will run a maximum of three weeks.*

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Email Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Pastoral Oversight/Ministry Leader \_\_\_\_\_

Date of event (if applicable) \_\_\_\_\_

Start date announcement should run \_\_\_\_\_

Ministry/Sponsor \_\_\_\_\_

Body of Announcement:

Event \_\_\_\_\_

Where \_\_\_\_\_ Room (if applicable) \_\_\_\_\_

Check here if you have NOT confirmed a location for your event with the BCF Facilities Coordinator

When: Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Target audience \_\_\_\_\_

What you would like the announcement to say:

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Check here if you understand:

- that submission of this announcement/information does not guarantee its publication in any or all of BCF's means of communication (bulletin, website, projector scroll, stuffers/fliers, etc).
- that this request will be left to the discretion of the BCF Directors as to where this information will be best communicated: bulletin, website, projector scroll, fliers, etc.
- that this announcement will have the *maximum* run of three weeks in whatever form of communication the BCF Directors determine is best, unless stated otherwise by the BCF Directors.
- that the announcement/information submitted with this form may be re-worded, if need be.

Additional Information/Comment: \_\_\_\_\_

Thank you. If you have any questions, please contact Charla Domina at [cdomina@bethelcf.com](mailto:cdomina@bethelcf.com) or 232.1136 ext. 27