



FIRST NORTHEAST BAPTIST CHURCH
311 Sparkleberry Lane
Columbia, SC 29229
Dr. Stephen S. Masolwa, Senior Pastor

ANNOUNCEMENT REQUEST FORM

Ministry/Activity Leader Name: _____ Date: _____

Announcement Start Date: _____ Announcement End Date: _____

Announcement Information:

Name of Event: _____

Date of Event: _____

Location of Event: _____

Additional Information (optional): _____

Requested By: _____ Approved By: _____

Notes:

1. Announcements must be reviewed and approved by Pastor or his designee prior to being posted.
2. Announcements must be submitted no later than Wednesday Noon for inclusion in following Sunday Announcements.
3. Ministry/Activity Leader should edit and proof announcement prior to submission. Church Office may need to revise/correct announcement after submission.
4. Recurring meetings will appear in Weekly Calendar section of Bulletin and will not be included in special announcements.
5. Sign-up Sheets should be prepared by Ministry Leader unless special arrangements have been made with Church Office.