



Media Announcement Form

This top portion must be delivered to the Media desk no later than 30 minutes prior to service or it will not appear on the screen.

Approved by Pastor or Sis. Upton Yes

_____/_____
Name Date

Event Date: _____ Event Time: _____



Pulpit Announcement Form

This bottom portion must be delivered directly to the pulpit no later than 15 minutes prior to service or it will not be verbally announced.

Approved by Pastor or Sis. Upton Yes

_____/_____
Name Date

Event Date: _____ Event Time: _____