



St. George's UMC Church Announcement Request



- Initial Request Update Request Cancellation Request

Notes: *It is the ultimately the responsibility of the requesting party to promote their event or activity at the church. Communication requests must be submitted at least five(5) working days prior to the event or activity to ensure publication. Submit changes or cancellations to the main office as soon as possible.*

***IMPORTANT:** Attach an approved activity, recital, or event request with this document.

Event name (as is will appear in publications and correspondences): _____

- I wish for the following announcement to be published in the bi-monthly Newsletter on (mm/yy)_____ (use the space provided, attach an insert, image, or a .pdf,.pub, .doc(x), or .ppt(x) file with submission):

- I wish for the following announcement to be published in the weekly Bulletin from (mm/dd/yy)_____ to (mm/dd/yy)_____. (use the space provided, attach an insert, image, or a .pdf,.pub, .doc(x), or .ppt(x) file with submission):

- I wish for the following announcement to be sent in a Bulk Email to (interest group(s) i.e. UMW)_____ (use the space provided, attach text, image file[.gif, .png, .jpg .bmp], and/or a .pdf,.pub, .doc(x), or .ppt(x) file with submission):

E-Mail Subject: _____

- I wish for the following announcement to be published on the Church Website on the (webpage)_____ (use the space provided, attach text, image file[.gif, .png, .jpg .bmp], and/or a .pdf,.pub, .doc(x), or .ppt(x) file with submission):

Webpage: _____ Heading/Title: _____
