

HUMC ANNOUNCEMENT REQUEST FORM

Office Use only:

COM.cc

Bulletin

Stand up Ad

Centrum Screen

Website

eNews

FLC TV

Facebook

Pulpit

UMC Dashboard

Title of Event:

Date(s) of Event:

Time(s) of Event:

Location:

Contact Person/Phone #:

Sponsoring Group:

Event Description:

Special Instructions:

Volunteers Needed? No Yes Contact/Phone

Method of Communications: Website/Screen/Bulletin/eNews/FLC-TV/Facebook/Pulpit/All

Announcement Run Dates:

Announcement Requested By:

Date requested

If you have artwork or a photo for us to scan, please attach or include disk.

Please put this form in Pam Haskell's mailbox in the workstation room by Tuesday (8PM) if your announcement is to be made that upcoming Sunday. Thank you!

Highland United Methodist Church

680 W. Livingston Rd. Highland, Michigan 48357

P 248.887.1311 ~ F 248.889.4475 ~ www.MyHUMC.com