

SonCoast Community Church
Bulletin / Announcement Form



This Bulletin Announcement Form needs to be **turned into the office by Wednesday prior to the date** you wish it printed.

Requested by: _____

Phone (specify home or cell): _____

Email: _____

Date(s) to be published: _____

Please fill in the information below that applies to your request and print neatly. Thanks!

Event/Function: _____

Date and Time: _____

Location: _____

Contact Person: _____

Contact Phone and Email: _____

Registration Deadline (if applicable): _____

Cost: _____

Description of Function:

I would like to make an announcement personally: Yes _____ No _____

I have a video* announcement to show: Yes _____ No _____

Include in the eNewsletter Yes _____ No _____

Post on the web site Yes _____ No _____

*Video is _____ minutes in length

NOTE: If your event requires a room in the church or placing the date on our church calendar, you must also submit a *Special Event Form* to the church office.