

**The River Church**

**Announcement Request Form**

\*Completion of this form and submission to the Executive Pastor is required at least two (2) weeks prior to requested announcement start date for review and approval. Please note completion and submission of this form does not guarantee approval. If and when approved, the Executive Pastor will update to The River Announcement form.

**Ministry/Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Leader/Contact Name** (*requested by*): \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Purpose of Announcement**

\_\_\_\_\_  
\_\_\_\_\_

**Date/Timeframe of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Content for Announcement (verbiage to maintain 30 second or less timeframe)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**This form is also accompanied by (check all that apply):**  **Media Request form**  **Event Request form**

**Budget Request form**  **Other:** \_\_\_\_\_

**Requested Timeframe to Announce:** \_\_\_\_\_

*To be completed by Pastor*

Date Reviewed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

If not approved, Reason: \_\_\_\_\_