Announcement Request Form

Primary Contact: ___________________________ Phone: (____)______-__________

Email: _____________________________

Ministry: ___________________________ Event Name: ___________________________

Event Date(s): ________________________ Event Start Time:_________ Event End Time:__________

Room(s): [ ] R101 [ ] R102 [ ] R103 [ ] R104 [ ] R105 [ ] Worship Center

[ ] L101 [ ] L102 [ ] L104 [ ] L105 [ ] Foyer

[ ] P101 [ ] P102 [ ] P103 [ ] P104

[ ] Off Campus Site: ____________________________________________________

Childcare Needed? ___ Yes ___ No If yes, approximate # if children expected: ________

*Childcare provided for Birth – 5th Grade

Announcement Format:

☐ Bulletin (runs for three consecutive Sundays and request must be turned in on the Tuesday before the announcement begins.)

☐ Scrolling Announcement (TV Screen@ Guest Services)

☐ Website Scrolling Announcement

Sign-up Needed? ___ Yes ___ No

Description of Announcement:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Signature: ____________________________________________ Date: ____________

GBC Approval (office use only)

☐ Approved ☐ Not approved because: _____________________________________________

____________________________________________________________________________

Grace Bible Church . 390 FM 1346, La Vernia, TX 78121. 830.779.5200