

ANNOUNCEMENT REQUEST

Use the form below to submit a request for an announcement to be included in worship, in the Cornerstone, on our website, or on social media.

Communication Timelines & Procedures

Please submit form **2 weeks prior to the date you would like the announcement to begin.**

This allows staff time to prepare necessary sign-up forms, website links, slides, etc. that may be involved in promoting your event.

1. Print and fill it out this form, then scan and send as an attachment to churchcomms.stjumc@gmail.com or turn it into the church office.

The staff reserves the right to edit all communications requests, and requests will only be approved as time and space allow. Announcements will also be filtered by priority and their relevance to the majority of the congregation.

To request communication for an upcoming worship service, event, activity, or fellowship opportunity please adhere to the listed timelines and procedures. When submitting the following form, please allow 48-72 hours for a response from St. John's regarding your event.

Brittany Buckley (churchcomms.stjumc@gmail.com) can assist you with your announcement, but we ask that you take responsibility for completing the form in order that your information is communicated properly.

Announcement Title

Announcement Start Date

Announcement End Date

Announcement Text

Enter the content of the announcement you'd like to run. Please note that all announcements are subject to editing for space and content.

(Continued)

Where would you like your announcement shared:

- Worship
- Cornerstone
- Website
- Social Media

Name: _____

Email: _____

Please enter your email, so we can follow up with you.

Phone Number

(____) - _____ - _____