



ANNOUNCEMENT REQUEST FORM

Complete the form below and submit it to your Department Head.

GENERAL INFORMATION

Department:	Name of Ministry/Team:
Department Head:	Submitted by:
Requesting Dates: (Circle One) Jan 1 - Mar 31 Apr 1 - Jun 30 Jul 1 - Sept 30 Oct 1 - Dec 31	

Comments: _____

ANNOUNCEMENT INFORMATION

Complete the following in its entirety.

Title of Event: _____

Date of Event: _____ Cost: _____

Location of Event: _____

Target Group: (Age, Gender, Marital Status, etc.) _____

Description of Event: (Include Cost, Purpose of Event, etc.) _____

FOR OFFICE USE ONLY

Received by: _____ Date Processed: _____

Approved Not Approved

- | | | |
|---|---|---|
| <input type="checkbox"/> Banner (outdoor) | <input type="checkbox"/> Magazine Ads | <input type="checkbox"/> Television Ads |
| <input type="checkbox"/> Banner (indoor) | <input type="checkbox"/> Mailer / Postcard | <input type="checkbox"/> Triumph Commercial |
| <input type="checkbox"/> Billboard | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Triumph Newsletter |
| <input type="checkbox"/> E-Blast (external) | <input type="checkbox"/> Phone / Text Message | <input type="checkbox"/> Triumph Web Ad |
| <input type="checkbox"/> Flyer / Leaflet drop | <input type="checkbox"/> Radio Ads | <input type="checkbox"/> Worship Guide |

Comments: _____

