

ANNOUNCEMENT REQUEST

Fellowship Bible Church

**This form MUST be submitted
by 5PM on the Monday.**

Your Name: _____ Email Address: _____

Phone: _____ FBC Ministry: _____

Staff Liaison: _____

Name of Event: _____

Date of Event: _____ Time: _____

Costs: _____ Publication Date(s): _____

Description of Event: _____

Yes No **My event is taking place at FBC; I have talked with Delene Kirtland and made a room reservation.**

Please choose any or all of the following:

Yes No **Sign Up Sheet** (If you need a sign up sheet, please list categories (name, phone, email, number attending, child care needed, etc.)

Yes No **Bulletin**
 Yes No **Beacon**
 Yes No **Website**
 Yes No **FaceBook**
 Yes No **Kiosk in Atrium**

FBC Announcement Policy:

FBC Pastoral Staff will serve as an editorial board for all website, Bulletin, Beacon, Facebook and Sunday morning platform announcements. Those classes, events, signups, concerts, etc . . . chosen to be announced and/or highlighted will be important to and critical in moving the church forward in the following areas: 1) Rooted in Community; 2) Nourished by the Word; 3) Cultivating the Inner Life; and 4) Sowing the Missional Life.