Ascension Lutheran Church Office

Announcement Request Form

*All requests for Announcements must be in the church office by Wednesday at noon.

Type of Announcement (please check all that apply)

- ☐ Bulletin
- ☐ Ads – (Slides on the big screen before church services)
- ☐ Newsletter
- ☐ Facebook

Suggested Title:_____

Text: Please give all facts, i.e. Who, What, Where, When , Why, and How. Type or print clearly. Please provide short, specific information.

_____
_____
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_____

Start Date:_____ End Date:_____

Your contact information

Name:_____

Telephone #:_____ Email Address:_____

Today's Date:_____

**Please note that announcements are used to promote internal activities, and those of our closely tied ministries.

***We retain the right to edit

Please return this form to the church office, or email it to churchnews@ascension-lcms.org