

CHURCH ANNOUNCEMENTS

Name: _____

Date Submitted: _____

Department/Auxiliary: _____

Date to Run: _____

****All announcements are to be turned in to the office in writing, two weeks in advance, prior to the event.**
Announcements must be received in the office no later than Monday, 12:00 noon. Announcements will be approved before they are announced. You will be notified if the announcements have been approved or not.**

Announcement: Please type in box.

Approved: _____

Disapproved: _____

CPM Media Form

Please check the choice of media you would like to use and fill out a description of it.

Sunday Announcement _____
2 weeks from air date

Website Banner _____
4 weeks from air date

8x11 flyer _____
2 weeks from air date
_____ count

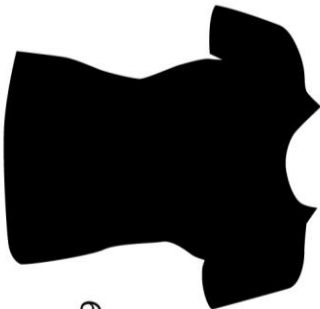
Brochure
2 weeks from air date
_____ count

6x4 postcard _____
2 weeks from air date
_____ count

11x17 poster _____
2 weeks from air date
_____ count



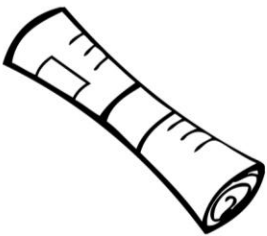
Shoot a Commercial _____
8 weeks from air date



tshirt _____
6 weeks from air date
_____ count

Business Card _____
2 weeks from air date
_____ count

Newspaper _____



Other _____

Title:	
Description:	
Date of Event:	
Air Date:	
Media Team Overseer: Date Receive: Receive By:	
Event Contact Person Name and Contact:	

Comments	
File Name	
Drive	

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