

Spirit and Truth Worship Center
277 Main Street
Loganville, GA 30052

Curt W. Buckmire Nedra L. Buckmire
Senior Pastor Pastor



ANNOUNCEMENT FORM

All announcements should be handed in prior two weeks prior to the event date.
Please be considerate with wording because of limited space.

TODAY'S DATE: _____ REQUESTOR: _____

MINISTRY: _____

DATE OF EVENT: _____ TIME OF EVENT: _____

WHAT IS THE 1ST DATE FOR THIS ANNOUNCEMENT TO BE MADE? _____

WHAT IS THE LAST DATE FOR THIS ANNOUNCEMENT TO BE MADE? _____

IS POWERPOINT REQUIRED? YES NO

WAS A FACILITY USAGE REQUEST FORM COMPLETED? YES NO

(IF NOT, EVENTS MUST BE APPROVED BY CHURCH ADMINISTRATOR BEFORE ANNOUNCEMENT CAN BE MADE)

FOR OFFICE USE ONLY

Date Received: _____

Announcement Approved: YES NO

Approved By: _____

Requestor Contracted If Denied: YES NO

IF NO, REASON(S): _____