

BULLETIN ANNOUNCEMENT REQUEST

GUIDELINES FOR SUBMITTING BULLETIN ANNOUNCEMENTS

HOW TO SUBMIT: Please submit your announcement using this Request Form. You may stop by the church office during regular business hours and complete a request form, or send a completed scan or photo via email.

We WILL NOT accept any announcements over the telephone or in person without a form, so as to avoid any miscommunication of your information.

DEADLINE: To ensure that there is room in the bulletin for your announcement, we would encourage you to submit your request as far in advance of your event as possible. The deadline for submitting bulletin requests is Tuesday, Three Weeks before your announcement will run.

INCLUSION: All requests must be approved by our communications team and are not guaranteed a spot in our bulletin or announcements. We reserve the right to edit your announcement for length and content, if necessary.

DURATION OF ANNOUNCEMENTS: Announcements will generally run for one to three weeks, in advance of your event to ensure maximum exposure to the congregation.

OUTSIDE EVENTS: We generally do not advertise events sponsored by outside organizations unless officially sponsored by The City Church.

We hope the above information will help you as you plan the advertising for your scheduled event. If you have any further questions about these guidelines – please call the church office at 585-343-6895.

PLEASE FILL OUT FORM

PERSON SUBMITTING REQUEST: _____

IS THE EVENT BOOKED ON THE CHURCH CALENDAR?

YES ____ NO ____

(Event must be booked & approved by church office before publishing)

PLEASE INCLUDE THE FOLLOWING IN YOUR ANNOUNCEMENT:

EVENT TITLE _____

WHAT _____

WHEN _____

WHERE _____

TIME _____

FOR MORE INFORMATION CONTACT: (Required)

NAME: _____

PHONE: _____

E-MAIL: _____

WRITE THE ANNOUNCEMENT AS YOU WOULD LIKE TO HAVE IT INCLUDED. (WE RESERVE THE RIGHT TO EDIT YOUR ANNOUNCEMENT IF NECESSARY.)
