

Announcement Form for The Worship Center

Office Use Only:

Announcements _____
m/d _____
m/d _____
m/d _____
m/d _____
Newsletter _____
iCal (calendar) _____
T. Hall Calendar _____
Web Site _____

Thanks so much for helping to provide accurate information for your event. In order to advertise your event in the Newsletter, please be complete and return this form to the Church office by as soon as possible. Early submission helps us to serve you better! If you have questions, please call the Church office, 228-4442.

Name of event _____ **Date** _____

Sponsored by (Church group/ministry or person) _____

Person in charge _____ **Phone #** _____

Location of event _____

If not at the Church, please give directions, a name and phone number for the location _____

Time (start and ending) _____ **Cost** \$ _____

Child care? Cost and location _____

Who is it for? Age group, Church, visitors, etc. _____

Describe the activity:

Why should people attend?

Any other information we need to know?

___ I will need a key to Timothy Hall and I will contact the office to make arrangements for pick up and drop off.

___ I need a Sign-Up Sheet for this event by Sunday, DATE: _____ Sign-Up deadline _____

___ I would like to invite the community with an article in the local newspaper, i.e. Rivereast

___ Post Card reminders (Youth & Children's Ministry) date mailed by: _____

___ Flyer – Date distributed: _____

Special instructions _____

Include directions _____

___ Other _____

Thanks so much for taking time to do this. We will publicize the event. Please pray for the leaders and people attending.

Sincerely in Christ,

The Staff at The Worship Center

The Worship Center office & fellowship hall, 39 Prentice Hill Road, Hebron, CT 06248-7435

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