

# firstnaz PUBLIC ANNOUNCEMENT FORM

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**\*\* Requests due no later than Monday prior to Sunday requested \*\***

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Best Contact Number: \_\_\_\_\_

Ministry Department: \_\_\_\_\_

Place: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Suggested Announcement Text:

**Type of Announcement requested:**

- Sunday AM Slide
- Verbal
- Bulletin
- Website

Advertising Dates: \_\_\_\_\_

**Please attach/enclose any graphics or electronic files if you have specific artwork**

**\*\* First Naz may not be able to announce all requests publicly and reserves the right to edit as appropriate \*\***

**Do Not Write Below This Line**

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**Office Use Only:**

Date Received: \_\_\_\_\_

Advertising Date: \_\_\_\_\_

Dept Head Initials: \_\_\_\_\_

Comments: \_\_\_\_\_