

ANNOUNCEMENT FORM

First Baptist Church Raymore

Thanks so much for contributing information to further the communication ministry of our church. Please fill in the form below and return it to the church office or "Front Office" mail box slot in the office hallway at the north end of the church by **Monday at 10:00 a.m.** Information received by this deadline will be prepared that same week for Sunday's publications. (*Information received after the deadline will not be included in that Sunday's publications, but will be processed for inclusion the following week.*) The basic information you provide will be adapted for use in one or more of the following media as appropriate: the bulletin, announcement slides, web site, or other publicity pieces. Please call the church office at 331-3469 if you have questions.

Name of event _____ Date _____

Sponsored by: (name of ministry) _____

Contact person's name _____ Phone _____

Location of event _____

*(If located at the church, be sure to indicate the room(s) in which the event will be held. Please note: You must complete an **Event Planning Request Form** and receive approval through the church office before your event will be placed on the church calendar or publicized.)*

If not at the church, please give the location name, address, phone number and directions:

Starting time _____ Ending time _____

Cost _____

Registration process _____

Child care provided? No ___ Yes ___ Child care location _____ Child care cost _____

Who is the event for? (Ages, ministry group, church-wide, community, etc.) _____

Circle the purpose of this event: Worship / Fellowship / Discipleship / Ministry / Missions

Describe the activity:

What will the person attending get out of it?

Why should people attend?

Any other information we need to know:

Thanks so much for taking time to complete this form and for your part in organizing the event. We encourage you to do all you can to make it an event pleasing to the Lord, and to pray for the leaders and people attending.

Blessings! The Ministry Assistants of FBC Raymore