



Senior Pastor, Pastor Richard James

Instructions:

- 1. Please type or print clearly.
2. Provide accurate information.
3. Please be sure to include your name, phone number, e-mail and/or fax, and area of ministry...
4. Include all phone number(s), date(s) requested, time, place, etc. pertinent to request.
5. Provide any prior written text (i.e. flyers, biography, press release, etc.) if applicable.
6. Information must be presented a minimum of one (1) week prior to requested date(s), exceptions by approval.
7. If a request is for a flyer or hand-out, a completed Work Request Form is required.
8. Please bring your request to the church office, or E-mail your information to Destiny-Fellowship@att.net
9. The Bulletin Editor through Pastor Richard James will clear all requests. We reserve the right to edit as appropriate.
10. PLEASE DO NOT BRING YOUR ANNOUNCEMENT ON SUNDAY MORNING AND ASK PASTOR TO HAVE IT ANNOUNCED.. PLEASE PLAN AHEAD.

Today's Date \_\_\_\_\_ Your Name \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-Mail: \_\_\_\_\_

Ministry Area \_\_\_\_\_ Requested Advertising Date(s) \_\_\_\_\_

ANNOUNCEMENT: (please check all that apply)

Bulletin Verbal Announcement PowerPoint Presentation Flyer/Insert

Please type or print your announcement wording. Be specific as to day, date, time, location, and (briefly) what it's about.

Multiple horizontal lines for writing the announcement.