

Church Announcement Request Form

The purpose of announcements on Sunday is to promote ministries of Bayview Baptist Church (BBC) that help to develop healthy believers and encourage others to actively take part in worship, outreach and fellowship.

Your announcement is a reminder only, and should be a follow-up to other communications about your event.

The deadline to submit an announcement is on Tuesday, two weeks prior to the event, at 12:00PM. If you are to address the congregation, you will be notified a week prior to the event.

Please keep your announcement under 30 seconds.

Submitted By _____ Day Time Phone _____

Date Submitted _____ Email address: _____

It will be the submitters' responsibility to contact their spokesperson(s).

Spokesperson for 7:45am _____ 11:00am _____

Ministry: _____

Event: _____

Date & Time of Event: _____

Location of Event: _____

(If at BBC, room must be reserved prior to submitting request)

Cost of Event: _____

Write a promotional paragraph of 4 – 5 lines explaining the event and why people should attend or participate.

Incomplete forms will not be processed.