
ANNOUNCEMENT FORM

Submitted By: _____ Date Submitted: _____
Daytime Contact #: _____

OFFICE USE ONLY:
INTERNAL _____

POW (Week of): _____ (Please allow 2 weeks for processing)

Tuesday Announcement Date(s): _____ (Please submit by 12 noon on Tuesday)

Sunday Video Announcement Date(s): _____ (Please submit by 12 noon on Tuesday) EXTERNAL _____

Deadline: _____ (Please allow up to 2 weeks for processing)

Request:
____ WEBSITE RADIO NEWSPAPER
____ E-BLAST IN-HOUSE ASSIGNMENT

Please make sure all media work has been approved by Prophetess Luretha Mingo and proofed by Administrative proofers before submitting any assignments to the Media Relations Dept. _____

