



# TRUE LIGHT MISSIONARY BAPTIST CHURCH

## Announcement Request Form

*Anthony F. Halley, II Pastor*

Please complete this form for requesting an announcement to be aired/displayed. If you have any questions, please contact the Church Administrator at 713.861.8437 or email [ljohnson@truelightmbc.org](mailto:ljohnson@truelightmbc.org).

All requests are due no later than 12pm (noon), the Wednesday prior to the Sunday the announcement will be aired/displayed. If you do not turn in this request by the deadline, we can't ensure that your announcement will be aired.

Upon review/approval, you will receive a confirmation email detailing your request.

Ministry Information	
Ministry:	
Ministry Leader:	
Phone#:	
Email:	

Announcement Method	
<input type="checkbox"/>	Bulletin
<input type="checkbox"/>	Media Display (Sundays only)
<input type="checkbox"/>	Social Media (Facebook & Twitter)
<input type="checkbox"/>	Phone Tree
<input type="checkbox"/>	Verbal

Please write neatly and legible to ensure that your announcement is displayed correctly. Please do not write in pencil. If you have a digital file that needs to be a part of the announcement, please email it to [ljohnson@truelightmbc.org](mailto:ljohnson@truelightmbc.org).

If your announcement is longer than the spaces provided, please email a copy as well.


Notes: If you have special notes, instructions or information needed for this request, please provide it below. If you have any questions regarding any information please contact the Church Administrator at 713.861.8437.


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**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Ministry Leader Notified: \_\_\_\_\_ Email Confirmation Sent: \_\_\_\_\_

Upon review and approval/denial, please forward all information to the Facilities Superintendent. Provide Ministry Leader with an email confirmation detailing event and support. Upon completion of all items; sign, date, copy, and file.

\_\_\_\_\_  
Church Administrator

\_\_\_\_\_  
Date