



# TRUE LIGHT MISSIONARY BAPTIST CHURCH

## Church Sign Request Form

*Anthony F. Halley II, Pastor  
John W. Bowie, Sr., Pastor Emeritus*

Please complete this form for a custom message to display on the Church Sign. If you have any questions, please contact the Church Secretary at 713.861.8437 or email [info@truelightmbc.org](mailto:info@truelightmbc.org).

All requests are due **no later than the last day of the month, prior to the month the message will be displayed.** If this is for an annual day, please make sure you have completed the Event Support Request.

Upon review/approval, you will receive a confirmation email detailing your request.  
Please write clearly and do not use pencil.

| Ministry Information |  |
|----------------------|--|
| Ministry:            |  |
| Ministry Leader:     |  |
| Phone#:              |  |
| Email:               |  |
| Air Date (Monday):   |  |

|                 |
|-----------------|
| <b>Message:</b> |
|-----------------|

Please be mindful that we are limited to space on the Church Sign. If necessary, your message may be abbreviated or shortened to ensure an accurate fit.

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|                                |
|                                |
| <b>SUNDAY SERVICE 10:15 AM</b> |

If you have any additional instruction, you may not them on the back of this form.

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**FOR OFFICE USE ONLY:**

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

Ministry Leader Notified: Yes \_\_\_\_\_ No \_\_\_\_\_ Email Confirmation Sent: Yes \_\_\_\_\_ No \_\_\_\_\_

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