

Announcement & Ministry Table Request Form

Please return to frances@newhopehk.org or Ministry Center
Bulletin deadline: Tuesday, 10 am
(14 days prior to the Sunday on which you want the announcement to run)

What two Sundays do you want your announcement to run?
(Up to three weekends with approval of pastoral staff.)

Title of Announcement: _____

Date & Time of Event: _____

Location of Event: _____

Contact Person & Phone Number: _____

Table(s) Needed:

****Note: this name & number will be posted in the bulletin**

Announcement (2 sentences maximum, please) _____

Due to space limitations, the following guidelines apply to everyone:

1. Announcements must apply to at least 70% of New Hope Hawaii Kai (an open event)
2. Be brief, but be sure to answer the 5 questions: Who? What? Where? When? Why?
3. A NHHK pastoral staff member must approve all announcements.

Approval: _____

Overseeing Pastor

Date: _____