



Today's Date: \_\_\_\_\_

# Announcement & Ministry Table Request

*This form is due by Tuesday at 10am, 14 days prior to the Sunday your event is to be announced.  
Please email this form to [frances@newhopehk.org](mailto:frances@newhopehk.org) or submit to the Ministry Center.*

I. Bulletin Announcement Guidelines:

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

- Announcements must be an open event that can apply to at least 70% to NHHK members.
- In the event description, briefly answer the 5 questions: Who? What? Where? When? Why?
- A NHHK area pastor must approve all announcements.

II. Event Details for Bulletin:

Event details listed below along with contact name will be posted in the bulletin.

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

III. Announcement Description:

Please include a brief description about your event, including your speaker's topic or any other details to pique the interest of your attendees.

IV. Sunday Service Bulletin Announcements:

Enter the two Sunday dates for Bulletin Announcements. \*\*Option for a third date requires approval from an area pastor. (ie: m/d/yy)

1. Sunday date one: \_\_\_\_\_

2. Sunday date two: \_\_\_\_\_

3. Sunday date three:\*\* \_\_\_\_\_ Area Pastor's Initials:

V. Request for Ministry Table during Sunday Services:

Check the number of tables needed:      0          1          2          3

Area Pastor: \_\_\_\_\_ Approval Date: \_\_\_\_\_