



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 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: Details listed below 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. Include your speaker's topic or any other details to pique the interest of attendees.

IV. Sunday Service Bulletin Announcements: Enter dates to post in announcements.

1. Sunday date week one: _____
 2. Sunday date week two: _____
 3. Sunday date week three:** _____ Area Pastor's Initials:
- **Option for a third date requires approval from an area pastor.*

V. Request for Ministry Table during Sunday Services:

Check the number of tables needed: 0 1 2 3

Area Pastor: _____ Approval Date: _____