



Grace Hill Church Announcement Form

Event/Title _____

Please type or print all pertinent information:

WHO:

WHAT:

WHEN:

WHERE:

Additional Information:

If you are having an event, fundraiser, or meeting, please complete a **Facilities Request Form** for approval **prior** to submitting your announcement. If you have a sign-up or registration, please complete a facilities request form specifying number of tables needed. For use of equipment, please complete an equipment usage form.

Desired Bulletin Date(s) _____

Your name _____ Telephone _____

Email Address _____

Submission date _____