



# Apostolic Faith Church News & Events Submission Form

Bishop Horace E. Smith, M.D., *Pastor*

Fill out this form for all bulletin, website, WAFC-TV and phone tree announcements. Please turn in this form to your appropriate director. Announcements cannot be received by other individuals, such as bulletin committee or website team members.

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

Contact Person \_\_\_\_\_  
Daytime Evening

Contact Phone # \_\_\_\_\_ / \_\_\_\_\_

Email Address \_\_\_\_\_

Auxiliary \_\_\_\_\_

## Event Information

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Start Time \_\_\_\_: \_\_\_\_ End Time \_\_\_\_: \_\_\_\_

Location  AFC  Other \_\_\_\_\_

Address \_\_\_\_\_

If other, please list address above

Announcement Date(s) \_\_\_\_\_  
1<sup>st</sup> Date

2<sup>nd</sup> Date \_\_\_\_\_

Please check the appropriate box to the right and indicate where you would like your announcement to appear.

Notes/Approval
<p>This box must have the signature of the appropriate director</p>

<input type="checkbox"/> Bulletin	<input type="checkbox"/> Website
<input type="checkbox"/> WAFC-TV	<input type="checkbox"/> Phone Tree
<input type="checkbox"/> Registration & Resource	

### Print announcement or description of event here

Please feel free to attach event related fliers or materials to this form for review, editing and approval

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Please use additional forms if additional space is required. Please place this form in the News & Events Form Submission mailbox at least two (2) Sundays before the date you request to have the event published." All questions should be directed to extension 229.