



JESUS PEOPLE MINISTRIES CHURCH INTERNATIONAL

# ANNOUNCEMENT FORM

Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Daytime Contact #: \_\_\_\_\_

OFFICE USE ONLY

<b>APPROVED BY EA:</b> _____ <b>DATE APPROVED:</b> _____
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## INTERNAL

POW (Week of): \_\_\_\_\_  
(Please allow 2 weeks for processing)

Tuesday Announcement Date(s): \_\_\_\_\_  
(Please submit by 12 noon on Tuesday)

Sunday Video Announcement Date(s): \_\_\_\_\_  
(Please submit by 12 noon on Tuesday)

## EXTERNAL

Deadline: \_\_\_\_\_  
(Please allow up to 2 weeks for processing)

Request:

WEBSITE

RADIO

NEWSPAPER

E-BLAST

IN-HOUSE ASSIGNMENT

Please make sure all media work has been approved by Richelle Williams and proofed by Administrative proofers before submitting any assignments to the Media Relations Dept.

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