

# HUMC ANNOUNCEMENT REQUEST FORM

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time(s) of Event: \_\_\_\_\_

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

Contact Person/Phone #: \_\_\_\_\_

Sponsoring Group: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteers Needed? No Yes Contact/Phone \_\_\_\_\_

Method of Communications: Website Screen Bulletin Newsletter All

Announcement Run Dates: \_\_\_\_\_

Announcement Requested By: \_\_\_\_\_

If you have artwork or a photo for us to scan, please attach or include disk.

Please put this form in the Communications mailbox in the workstation room by Tuesday (8PM) if your announcement is to be made that upcoming Sunday. For newsletter announcements, your request MUST be received by the 20<sup>th</sup> of the month for the upcoming month's edition.

Thank you!



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