



HOLY SPIRIT CHURCH : PUBLICITY REQUEST

Please Read Before Filling Out The Publicity Request Form

1. Filling out the form does not guarantee your announcement will appear in our bulletin or other media.
2. Unfortunately, we cannot guarantee to publish on the date you select. Priority for announcements is at the pastor's discretion.
3. Submit your request at least two weeks before Sunday publication date. If the publication date falls on or around a holiday (e.g., Easter, Christmas, etc.), submit request three weeks prior. (Requests not received in the allotted time-frame may not be considered.)

All Fields Must Be Complete

Contact Name

Phone Number / Email

Ministry or Organization Name

Priority for all communications through Holy Spirit Church is given to internal ministries

Title of Event or Name of Announcement

Event Date / Start Time / End Time

Event Location

Announcement write up (50 words max)

We are not able to copy information from a flyer. Any requests submitted without a write-up will not be published. Include URL or website if applicable.

What medium (choose all that apply):

Weekly bulletin

Weekly email

Mass visual slides

Dates of requested publication (max 4)

Multiple date requests will be accepted based on availability.

By checking this box, I have read and understand the guidelines and have provided all required information.