



New Home Baptist Church  
8320 Landover Road  
Landover, MD 20785  
Office: 301-773-8100  
Website: [newhomebc.org](http://newhomebc.org)

## ANNOUNCEMENT REQUEST FORM

### IMPORTANT NOTICE:

- #1** Please complete form and return to the Front Office no later than **TWO WEEKS** before your event. Note: exception for ministerial preaching engagements.
- #2** Announcements for the screen will only include brief information about the event.
- #3** Please attach your flyer with all detailed information (for approval) to be placed in the foyers. Flyer must include all detailed information for your event. Prepare your flyer in a format that changes can be done by the front office if needed. This will prevent delays in your announcement.
- #4** Announcements will be read for 2 weeks.

### PLEASE COMPLETE THE FOLLOWING INFORMATION:

Date(s) to Be Announced: \_\_\_\_\_

Name/Date of the Event: \_\_\_\_\_

Example - (Women United In Christ Conference – October 9<sup>th</sup> – 10<sup>th</sup> 2015)

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

Insert Brief Announcement Here (*Limited to space below*)

### FOR OFFICE USE ONLY

APPROVAL BY PASTOR HICKS \_\_\_\_\_ DATE \_\_\_\_\_  
CAROLYN HAILEY, CHURCH SECRETARY