



### OUC eNews Bulletin Request Form

Please submit **by Wednesday, 12 noon** in advance of your event/activity.

Email to [communication@oucsda.org](mailto:communication@oucsda.org)

Ministry Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Event/Activity Date: \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Date to Begin Announcement: \_\_\_\_\_ Date to End: \_\_\_\_\_

Exact Announcement Wording (100 words MAX): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would like this event/activity listed on the church website calendar.

I would like this event/activity featured on my ministry website page.

*The PR/Communication team reserves the right to modify all announcements as needed.*

\_\_\_\_\_ For Committee Use Only \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_