

Trinity Methodist Church
Communication with the Office

All requests must be approved and processed by the office to be an official event of Lapeer TMC.

Today's date _____

Person submitting the request _____

Daytime phone _____ Evening/cell phone _____

Email address _____ Fax _____

Committee (if applicable) _____

_____ **Bulletin** **Title of your announcement** _____

- Run dates (Maximum of 3) _____, _____, _____
- Please submit by the **Tuesday** prior to the requested run dates.
- Please write your notice below. Bulletin articles may be edited to **40 words** because of space constraints.

_____ **Calendar Date** **(Please include offsite events for groups of all ages.)**

- Name of the event _____
- Date of the event _____
- Please schedule as early as possible. Three months in advance of the date is greatly appreciated.

_____ **Messenger Article**

- Title of the article _____
- Person submitting the article _____
- Please submit the article by the 10th of the month prior to the next scheduled publication.

_____ **Share-about & Subject of share-about** _____

- Announcement date _____
- Person presenting the Share-about _____ Phone _____
- Please submit by the **Tuesday** prior to the requested announcement
- **Guidelines for the Share-about**
 - Seat yourself behind the lectern before the service begins so there is not a long delay between the Share-about and the announcements.
 - If pictures are to be used make the appropriate arrangements prior to Sunday.
 - Use a prepared statement and keep it to one minute. If you need more time, clear it with the Pastor.

If a Sign-up Sheet is needed, it is the responsibility of the contact person to make it available. Generic sign-up sheets can be found in the forms holder near the office door.