

# MINISTRY MOMENT REQUEST

Please fill out completely and return to the Director of Worship. This form will be taken to the Worship Planning team for approval. Because we plan services weeks in advance, the information is needed three weeks before the requested date. We have a limited amount of time that can be used for announcements, so we may not be able to accommodate all the requests. Thanks for your help!

Today's date \_\_\_\_\_ Date(s) you want announcement made \_\_\_\_\_

Program or Department requesting announcement \_\_\_\_\_

Contact person \_\_\_\_\_ Phone or  
ext. \_\_\_\_\_

Maximum Amount of time  
needed \_\_\_\_\_

What format are you requesting?

\_\_\_ announcement given during scheduled time for all announcements

\_\_\_ announcement given by someone from your department  
(if so, who? \_\_\_\_\_)

\_\_\_ interview (who is involved? \_\_\_\_\_)

\_\_\_ video (worship planning must preview]

\_\_\_ other (please explain \_\_\_\_\_)

Who is the target audience? \_\_\_\_\_

What is the content of the announcement?

---

---

---

---

---

---

---

This document was created with Win2PDF available at <http://www.win2pdf.com>.  
The unregistered version of Win2PDF is for evaluation or non-commercial use only.  
This page will not be added after purchasing Win2PDF.