

Bulletin Announcement Request Form

1. The purpose of our weekly bulletin is to promote ministries of Valley Christian Fellowship that help to develop healthy believers and encourage others to actively take part in worship, outreach, fellowship, discipleship and ministry.
2. Acceptable bulletin material consists only of announcements and advertisements submitted by supported ministries of VCF. Announcements submitted by congregation members concerning births or deaths are also acceptable.
3. Please keep your announcement length **UNDER 35 WORDS**.
4. The deadline to have an announcement placed into the weekly bulletin is **AT 12:00PM, TEN DAYS BEFORE THE BULLETIN DATE**. (Deadline may be earlier during holidays).
5. Announcements and advertisements may be postponed if there is a lack of space in the bulletin. You will be notified if this is the case.
6. Flyers of events being held by VCF or is supported by VCF may be placed inside the bulletin for **TWO WEEKS ONLY**. We ask that they be brought in one week prior to having it in the bulletin, for approval. Sometimes we may lack bulletin space to include all the details for your event in that case we will notify you. (No flyers are in the bulletin on Easter and Christmas)

Date Flyer Inserted: ____/____/____

Date Inserted in Bulletin: ____/____/____

Date Taking Sign-ups: ____/____/____

List announcement as seen in bulletin: