

HOPE UNITED METHODIST CHURCH
BULLETIN INFORMATION REQUEST PROCEDURE & FORM
Effective: 09-13-04

Procedure

1. All announcements for the weekly Sunday bulletin or the monthly Announcements Bulletin must be submitted on disc or in an e-mail attachment to: dbriggs@hopeumc.org.
2. Announcements are limited to one page or less. Final size is determined by the HUMC office staff.
3. Submittal for the weekly Sunday bulletin must be by 12:00 noon on Tuesday of the week needed in the bulletin.
4. Announcements in the weekly bulletin will appear for a maximum of 3 weeks.
5. Announcements for the monthly Announcements Bulletin must be submitted by the 20th of the previous month.
6. Editing rights belong to the Associate Pastor overseeing the Worship Ministry.

DATE SUBMITTED: _____

DATE(S) TO APPEAR IN BULLETIN: _____

SPECIFIC INSTRUCTIONS: [] NONE

SUBMITTED BY: _____

TELEPHONE: _____