Bulletin Announcement Submission Form

General guidelines for all announcements in the bulletin (News or Events)

* All bulletin announcements are associated with a Third ministry, or an official Third Ministry Partner, unless otherwise agreed upon by the ministry team. Higher emphasis is given to Third’s own ministry events and news.
* All bulletin announcements run for 2 weeks for mid to low emphasis events, up to 3 weeks for high emphasis events.
* Bulletin Announcements can be run for the kickoff of reoccurring events (Kickoff of Wednesdays at Third, Kickoff of a Bible Study or Community Group), but cannot be used for continual updates
* All announcements must be kept under 50 words
* Designate one contact person
* Submit bulletin announcements to Becca by Tuesday EOD, the week before the announcement should run.

*All announcements are subject to editing for length, clarity and consistency by the Communications team.*

Please send the following to Becca Payne, Communications Director to be considered for bulletinnews and event announcements:

* Name of the event:
* Time, location, date:
* Brief synopsis of the event:
* Associated Third Ministry or Third Ministry Partner:
* Contact name (1) and email and/or phone:
* Dates that you would like the bulletin announcement to run: