

ANNOUNCEMENT REQUEST FORM



Form Instructions: Use this form to post a ministry announcement in the FBCSO Sunday weekly bulletin. The form must be thoroughly completed and received by church administration 7 business day prior to the expected date of posting. email the completed form to info@fbcso.org. You will receive a confirmation receipt from the office administrator within 2 business days.

Ministry Name	
Ministry Chair Person	
Event Title	
Start Date Post	
End Date Post	

Announcement

Requestor Name	
Requestor Signature	
Date	

Administration Use Only	
Administrator Signature	
Date	