

Announcement Submission Form

Please complete and leave in the staff mailbox in the Volunteer's Office (room #4)
or e-mail to susan.gutshall@newhanoverlutheran.org.

Name of Event: _____

Submitted by: _____

Contact Phone or E-mail: _____

Bulletin and/or Newsletter Edition Date(s) (Please limit bulletin announcement to no more than 3 weeks):

What to Include

Event:

Describe Event

☐

Date

☐

Location (address or room #)

☐

Start and End Time

☐

Purpose

☐

For More Information:

Contact (first and last name)

☐

Phone and/or E-mail

☐

Registration:

How to Register

☐

Deadline to Register

☐

Announcement
