ANNOUNCEMENT REQUEST FORM

For more information or to send in form, call or email at (562) 906-5000 • jlowe@zcf.org

1] Contact Name:		☐ Bulletin
2] Phone: HOME ( )	WORK ext._____ ( )	CELL ( )
3] E-mail: or		
4] Name of Event/Announcement		
5] Date(s) of Event:	**6]** Start Time of Event:	
7] Name of Contact for Event: *(Who should be contacted if there are any questions?)*		
8] Event Contact Number: ( )	**9]** Event Contact E-mail:	
10] Event Room/Location (or Address, if not at Zoe of Whittier):		
11] Event Price:	**12]** Location or Method of Ticket Sale:	
13] Through what date should announcement run if before event date? (i.e. Encounter)		
14] Additional Information or Instructions:		
Please send along with this form any photos, graphics, flyer or other helpful media.		
15] a) This request, as well as the completed announcement, is subject to the approval of Zoe's Chief Operating Officer. b) This form, along with all graphics, photos and other media for this project are **due by the 1st of the month <u>prior</u> to the month of event.**. (For example, the request for an event in January is due December 1st.) c) Please note that any request (including required photos, graphics, etc. for this project) received after the due date may prolong the inclusion of this presentation in announcements. I understand these terms: _____ ***Signature of Requestor***		
For Office Use Only Below This Line		
Date Request Received:	Approval Code:	