

TLC Printed Announcement Request – Newsletter/Weekly Announcement Sheet

Please print legibly 😊

When completed, give this form to any Leadership Panel Member

Requested by: _____

Phone #: _____ Email: _____

Include this event in the following places:

Weekly bulletin announcements from _____ to _____

TLC Trumpet: include for these months: _____

TLC Google Calendar: add these dates: _____

Announce on Facebook _____

Name of Event _____

Date of Event _____

Event frequency: _____ One time only **or** every _____

Time: _____

Where: _____

Description (*what, why, where, how, who to contact, phone number, as appropriate*):

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Deadlines: Trumpet – 3rd Monday of the month; weekly bulletin announcements - Monday