

# ANNOUNCEMENT

**Date(s) of announcement:** \_\_\_\_\_

\_\_\_\_\_

**Topic:** \_\_\_\_\_

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**Description:** \_\_\_\_\_

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**Contact Person(s)** \_\_\_\_\_

\_\_\_\_\_

**Phone/Address Information:** \_\_\_\_\_

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## **DIRECTIONS**

**FOR SUNDAY VERBAL ANNOUNCEMENT**  
**TO BE MADE BY THE SENIOR WARDEN**

1. Complete form and leave in book prior to Sunday morning for the Senior Warden.
2. Forms completed on Sunday morning should be given to the Senior Warden or to an usher to pass along to the Senior Warden.

## **FOR BULLETIN ANNOUNCEMENT**

Complete form and leave before Tuesday each week for the Administrative Assistant to include in the Sunday bulletin.