



Request for  
Church Announcements

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Time of Event & Duration: \_\_\_\_\_

Event in SSCC room \_\_\_\_\_ Event is offsite at \_\_\_\_\_

Start Announcement on \_\_\_\_\_ Church Ministry sponsoring event \_\_\_\_\_

**If childcare is needed for your event, please contact Jamey Krautz at [jameykrautz@comcast.net](mailto:jameykrautz@comcast.net)**

Contact Person: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Registration / RSVP Required: \_\_\_\_\_ Y \_\_\_\_\_ N Deadline for Registration: \_\_\_\_\_

Send registration to: \_\_\_\_\_ Registration Form on Website: \_\_\_\_\_ Y \_\_\_\_\_ N

Brief description of event (maximum of 4 lines for bulletin,  
30 characters per line for announcement screen slide)

Announcement for Broadway Street sign  
(2 lines @ 15 spaces per line for sign)

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**Announcements may be edited as needed due to space and formatting requirements.**

Please announce event in the following media:

- \_\_\_\_\_ Bulletin\*\* (deadline noon Wednesday prior to Sunday announcement is to start)
- \_\_\_\_\_ Announcement from the Pulpit\* (deadline 10 days prior to Sunday announcement is to be made, 3 announcements only)
- \_\_\_\_\_ Slide\*\* on screen prior to start of service (deadline noon Wednesday prior to Sunday announcement is to start)
- \_\_\_\_\_ Caller\*\*, monthly newsletter (deadline first Wednesday of month. Caller mails second Wednesday each month)
- \_\_\_\_\_ Website\*\* (allow up to three days for information to be placed on the web)
- \_\_\_\_\_ Registration/Application form on Website (email form to office and allow up to three days for placement on the web)
- \_\_\_\_\_ SSCC weekly event email (information to office by Monday noon)
- \_\_\_\_\_ Post on main SSCC Facebook and Twitter page\*\* (only church ministry sponsored events)
- \_\_\_\_\_ Post on Broadway Sign (only two lines available with 15 characters and spaces per line)

Please return the completed form by email to [office@southsuburban.com](mailto:office@southsuburban.com), mail to 7275 S Broadway, Littleton CO 80122, Attention: Announcements or drop off in the office. If you have any questions, please contact Laura and Penny in the church office at [office@southsuburban.com](mailto:office@southsuburban.com) or 303.798.2406.

**\*Pulpit announcements subject to availability.**  
**\*\*Please email all logos and pictures for your announcement to the church office, same deadlines as listed above.**