



NEW LIFE EVANGELISTIC CENTER - PUBLIC RELATIONS ANNOUNCEMENT FORM

Email Announcement Requests to newlifeneews8040@gmail.com

Before you submit your announcement form, please ensure your event and/or meeting request form has been submitted to the Event Planning Ministry for approval. Please note, All event/calendar requests will be forwarded to newlifeneews8040@gmail.com by Kendra Taylor (NLEC Calendar Admin). You're welcome to attach your announcement request to a calendar request for convenience.

General Announcement Information:

Submission Date:	
Announcement Name/Title:	
Announcement Start Date:	
Announcement End Date:	
Contact Name & Number:	
Email Address:	
Auxiliary Leader:	
Auxiliary Leader's Approval Signature:	
Auxiliary Pastor's Approval Signature:	

Announcement Verbiage:

Custom Flyer Needed?

Yes

☐

No

☐

Additional Comments/Information:

Please note: Announcement Start Dates are subject to change. In addition, announcements for events scheduled more than two months from the initial event start date may not be announced weekly (depending on the number of announcements for that week).

BISHOP A.C. RICHARDSON, SENIOR PASTOR

PASTOR STANLEY CLAY, ASSISTANT PASTOR - JACKSONVILLE



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