



New Life of Jacksonville's Announcement Process

A Church That's Raising the Standard

Bishop A. C. Richardson, Senior Pastor

8040 Lone Star Road; Jacksonville, FL 32211

📞 904.425.3787

Page 2

Are You Submitting Just an Announcement Request?

3. Crafting Your Announcement Verbiage

- Include all relevant details, such as time, date, location, and contact person.
- Custom Flyers and Images:
 - o If you'd like a custom flyer created for your announcement, please note that a small fee will apply.
 - o General images to match your announcement are provided at no cost.
 - o To make your announcement more engaging, we strongly encourage you to include pictures or visuals related to your event. A great image can make all the difference!
- Attach flyers or promotional materials if available. Video recordings are welcome if they meet PR standards. Videos should be submitted two weeks prior for review.

4. Submission Deadline

- Please submit all announcement requests by EOD Wednesday at 7:00 PM. (Note: This deadline has been extended from the previous Tuesday 5:00 PM cutoff.)

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).