

Family Matters Announcement Request Form

Please complete all applicable areas of this form and submit it in person or via email to heather.d@grassroots.church by the **TUESDAY before you wish the announcement to be made**. If there is an accompanying slide, please submit it along with your form. You will be alerted via email once your request has been approved.

Your Name:	
Your Email Address:	
Date of Announcement:	
Would YOU like to make the announcement?*	YES/NO
Is there an accompanying slide?	YES (please include)/NO

In an effort to streamline our Family Matters time, please only include the following information in your announcement.

Organization Name:	
Name of Event:	
Date of Event:	
Time of Event:	
Location of Event:	
Items to Bring:	
Additional Items:	Please indicate in your announcement where you will be after the service to provide further information.

*If you are asked to make the announcement, please sit in the front row and be prepared at the beginning of the Family Matters time.