



**ANNOUNCEMENT FORM**

**Revival Center Ministries  
Life Line Information Center  
P.O. Box 5037  
Vallejo, CA 94591  
(707) 649-4120 Phone/Fax  
lifeline@revivalcenter.org**

**When Submitting an Announcement Always Include: Who, What, When, Where and Why your Department is having the Event. All Sunday Morning Verbal Announcements Require Submission 2 Weeks Advance Notice, Internet and Monthly Calendar Announcements NO less that 30 days prior to Event. Please Include Flier when available.**

**(All Announcements must be submitted in writing to Information Center)**

**DEPARTMENT NAME:** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**EVENT LOCATION** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PURPOSE** \_\_\_\_\_

**ANNOUNCEMENT:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH FLIER OR ADDITONAL INFORMATION IF AVAILABLE**

**DEPARTMENT HEAD SIGNATURE** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Departments must return to Information Center to pick up form and to find out if announcement is approved or denied

*(Following to be Completed by Life Line Information Center)*

**RECEIVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ANNOUNCEMENT HAS BEEN REVIEWED AND APPROVED** \_\_\_\_\_ **DECLINED** \_\_\_\_\_

**TAMMIE MOTEN:** \_\_\_\_\_ **DATE** \_\_\_\_\_