

# WOODSTREAM CHURCH: ANNOUNCEMENT SUBMISSION GUIDELINES

To help our church community stay informed and connected, all announcements must be submitted using the format below. Please complete each section to ensure your announcement can be shared clearly and on time. **Submit announcements to** [GuestConnections@woodstreamchurch.org](mailto:GuestConnections@woodstreamchurch.org)

## REQUIRED INFORMATION:

1. Name of Member Submitting
  - a. (Your full name so we know who to contact with questions)
2. Name of Ministry/Group
  - a. (The ministry, team, or group sponsoring the event)
3. Date of Submission
  - a. (Please submit announcements at least [insert #] days before the event or desired announcement date)
4. Announcement Dates
  - a. (Date(s) requesting the announcement to take place [maximum 3 Sundays])
5. Event Name
  - a. (The official title of your event or activity)
6. Event Date & Time
  - a. (Include day, date, and start/end times)
7. Point of Contact Information
  - a. (Name, phone number, and/or email address of the person attendees can reach for more details)
8. Brief Event Description
  - a. (2–3 sentences explaining the purpose)

## EXAMPLE SUBMISSION:

- Name of Member: Sarah Johnson
- Name of Ministry/Group: Women's Fellowship Ministry
- Date of Submission: August 25, 2025
- Announcement Dates: August 31, 2025, September 7, 2025
- Event Name: Fall Prayer Breakfast
- Event Date & Time: Saturday, September 14 at 9:00 AM
- Point of Contact: Sarah Johnson – (555) 123-4567 | [sjohnson@email.com](mailto:sjohnson@email.com)
- Description: Join us for a morning of prayer, fellowship, and encouragement as we prepare for a new season. Breakfast will be provided. Open to all women of Woodstream Church!

Reminder: Incomplete submissions may be delayed or omitted. Please be clear, concise, and provide all requested information.