First Baptist Church
Niceville, Florida

Media/Publicity Form
Banner/Bulletin/AV Publicity Form

Date Submitted _____
Has a Calendar Event been Requested? YES _____ NO _____

Name of Function/Event: _____
Date of Function/Event: _____ Time: _____ to _____
Contact Person: _____ Phone: _____
Ministry area: _____Pastor/Ministry Director_____

To submit an article for print or AV slide:

1. A Church Calendar request must be submitted and approved before information is publicized in the Banner/Bulletin or with an AV slide.

2. Fill out this form completely with the information requested along with a brief article about the function/event, or attach a printed copy of article to this request form with the other pertinent information completed. For example: Who, what, where, when, what to bring, cost, deadline to sign up, Etc.

3. All Media/Publicity Forms should be submitted to Ministry area and Media Assistants by Monday, 4 PM, three weeks prior to publication for Bulletin and AV Slides. **Any info to be included in Banner must have already been submitted and approved no later than the 15th of the previous month.**

4. Remember, we reserve the right to edit the article. Articles will be published for a maximum of 2 weeks in bulletin and once in Banner, exceptions will be on a case by case basis and space permitting.

Article:

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