



Bethany Baptist Church

2587 Campostella Road Chesapeake, VA 23324

Phone: (757)543-5887 Fax: (757) 543-4460

H. Patrick Cason, Pastor



ANNOUNCEMENT REQUEST FORM

Date: _____

Point of Contact: _____

Telephone Number: _____ Alternate Telephone Number: _____

Please complete the information below. If space permits, announcements will be placed in the bulletin for approximately 30 days prior to the event. Video announcements will run two (2) weeks prior the event/activity unless monies are being collected.

All Announcement Request Forms should be submitted to the administrative office by Noon on Wednesdays.

_____ Approved _____ Disapproved _____ Hold

Executive Administrator or Pastor Signature

Date

Comments:
