

Website Announcement Request Form

- Please allow 2 weeks for Announcement to appear on Website.

Date Submitted: _____

Request Type : New Change/Update

Event : _____

Display On Website Page: _____

Title: _____

Contact Person: _____

Contact Email: _____

Event Date: _____ (Example : Saturday, June 29- Sunday, July 30)

Removal Date: _____

Start Time: _____ : _____ (AM or PM) End Time: _____ : _____ (AM or PM)

Description: _____

Supplies Needed: _____

Donations Needed: _____

Do You Have An Image or Video that needs to be included with this announcement? Yes or No
(Please send Image or Video to me at jmumcchildren@epbf.com and Clearly Labeled with Event Name)

Additional Information:

Will you need a Sign Up Sheet: Yes or No

What Information/ Questions will need any order to complete sign up?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Thank you so much!!

Office Use Only:

Date Received: _____

Date Completed: _____

Announcement Created By: _____

Removed from Website On: _____

Change Requested:

Request May By: _____