THE TELLER REQUEST ANNOUNCEMENT FORM

The People's Community Baptist Church
31 Norwood Road, Silver Spring, MD 20905
Haywood A. Robinson, III, D Min., Senior Pastor

Phone: (301) 384-2601
Fax: (301) 989-2242
Email: www.tpcbc.org

Date Submitted:	**Ministry:**

DIRECTIONS TO THIS FORM

Please follow these guidelines when submitting your announcement.

- Print or type all information
- Include the Who, What, Where, and When
- Include contact information
- Write a concise announcement (50-100 words) that uses the active rather than passive voice.
- Place only one announcement on a form
- Forward the completed form to the director of the appropriate ministry

Note: Your announcement must be submitted to the Communications Ministry 10 days before you want it to appear in The Teller.

The first date the announcement should appear in The Teller	*Month*	*Date*	*Year*

Descriptive Caption:

Your Name	Your Signature
Signature of Ministry Director	Approval Date
Signature of Chief of Staff	Approval Date

How long do you want the announcement to appear? 1Week 2Weeks 3Weeks*

Day Phone Number	Evening Phone Number	Email

*We can not guarantee that an announcement will appear in *The Teller* beyond three weeks

Revised 2/13/05