

# Announcement form:

Please complete and send to [webmaster@wesleypantry.org](mailto:webmaster@wesleypantry.org) by the end of the day Tuesdays for Wednesday web updates and Sunday bulletins. See the most recent Spire at [www.wesleyui.org](http://www.wesleyui.org) for the next Spire deadline (usually 9a on a Monday).


**Today's Date:** \_\_\_\_\_

**Please post on** (check all that apply):

- Web site
  - News
  - Calendar
    - Worship
    - Growing at Wesley
    - Other: \_\_\_\_\_
  - Music
  - Students and Campus

Spire newsletter (dates: \_\_\_\_\_)

Sunday bulletin: (dates: \_\_\_\_\_)

Printed announcements will be limited to Headline and short description (200 characters). Readers will be referred to the web site for longer description. We encourage you to welcome people with more information in the back of the sanctuary after worship. Will someone be in the back of the Sanctuary to provide more information? 

Yes: 9:30a (name) \_\_\_\_\_  
11:15a (name) \_\_\_\_\_

No, but I will provide a flyer to give out (attach)

No 

**Headline** (Max 50 characters): \_\_\_\_\_

**Short Description** (Max 200 characters for printed bulletin):  
\_\_\_\_\_

**Longer Description** (to be posted on web site or in Spire, if needed):  
\_\_\_\_\_

**Photographs** (attach one or more photos help announcement work well on a web site or in the Spire. Max 1MB): Please confirm that you have permission from those pictured (or their parents) to use images.

Who should people **contact** for more information? (This information will be posted publicly.)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_