

Hosanna Announcement & News Article Submission Form

Please use this form to submit all events for publication.

Information must be received by 9 a.m. on Thursday to be included in the following Sunday's publications. Submit forms to gretchen@welcometohosanna.com, place in Gretchen's mailbox in workroom, or place in box in narthex. All of the following information must be included.

Person Submitting Form: _____ Date Submitted: _____

Phone or E-mail Address (for any questions): _____

Event Title: _____ Event Date(s): _____

Event Location(s): _____ Event Time(s): _____

Event Cost (if any): _____

This article or announcement is for: () Print () Web () E-Mail () Other (please explain on reverse)

Include in section(s) (ex: Youth, Education, etc.): _____

Dates article/news should appear in print and/or e-mail: _____

() Please check here if you would like the office to assist with writing or proofreading. Your information will appear exactly as submitted, unless specified.

Brief description of event(s): _____

Does it need a participation/sign-up sheet? () Yes () No

If yes, it should read: _____

For the following, please only include information you want published:

Event Contact Person: _____ Home Phone: _____

E-mail Address: _____ Cell Phone: _____

Preferred method of contact: _____ Preferred time to contact: _____