

News Item Request

Revised March 2008

Bulletin Deadline: Wednesday NOON. Newsletter Deadline: 10th of the month prior to publication.
Wednesday Prayer Deadline: Tuesday 5:00 pm. Bulletin announcements will not run more than three weeks. All requests must be given to the office manager. All requests are subject to approval and editing.



First Baptist Church
1447 S 7th Street
Sierra Vista, AZ 85635
520.458.2273/info@sierravistafirst.org

Today's Date _____

Name _____

Daytime Phone _____

Email _____

For Placement in:

Bulletin Newsletter

Wednesday Prayer

Beginning Run Date: _____

Ending Run Date: _____

Total Number of Weeks Run: _____

Bulletin Insert Inserts are limited and subject to approval. A Graphics Support Request form must accompany this form.

Headline 3 - 4 words maximum

Body Copy 40 words maximum

Office Use Only

Date Received: _____ **Date[s] Run:** _____

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