

SECOND UNITARIAN CHURCH  
ANNOUNCEMENT REQUEST FORM

\_\_\_\_\_ **Weekly Email – submit by Tuesday**

\_\_\_\_\_ **Sunday Announcement – Submit by Thursday noon**

**Contact Person, Name, Phone or Email, Sponsoring committee:**

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Date Start: \_\_\_\_\_

Date End: \_\_\_\_\_

Message:

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Intended areas of use:

\_\_\_\_\_ Sanctuary \_\_\_\_\_ Downstairs Worship Area \_\_\_\_\_ Kitchen

\_\_\_\_\_ Downstairs Classroom \_\_\_\_\_ Minister's Office

\_\_\_\_\_ Offsite \_\_\_\_\_

Note: If you need a calendar reservation form, please obtain it from the Office Administrator's file on the office door or from the website, <http://www.secondunitarianomaha.org/?id=officeforms>. Thank you!

Please complete form and return to Office Administrator