

**Bellevue United Methodist Church  
Publicity Request Form**

Name of Event/Meeting/Activity: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location of Event (Building Use Form required. ): \_\_\_\_\_

Name of Sponsoring Group/Committee (required): \_\_\_\_\_

*Contact information for individual submitting request:*

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

Email address: \_\_\_\_\_ May we use your contact info in publicity? \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Text for announcement (*May be edited for space and content. For Sunday bulletin, please try to keep announcement to 3 lines*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* Please submit any photos (jpeg) or graphics to be used via email to office@bumc.com**

**Dates you would like the announcement to run: (Two week limit, please.)**

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

**Please include information about this event in (*check all that apply*):**

Worship service bulletins (limited space, 2 weeks run limit)  Church Website/calendar

BUMC News & Notes Thurs. email

**Please submit this form before the appropriate deadline:**

**\* By noon on Tuesday for the next Sunday's bulletin and Thursday email**

**\* At least 1 week prior to event for the church website/calendar**

**\* Please note that a Building Use form is required for use of church space. If the event is for fund-raising, it must be sponsored by a BUMC committee and approved by the Finance Committee.**

*Please return completed form to the BUMC office  
or email to office@bumc.com.*