



MADISON CHURCH

FOLLOWING CHRIST TOGETHER AS DIVERSE COMMUNITIES

Platform Announcement Request Form

Please fill out this form in its entirety and submit to Kenneth Henderson (Worship Director) at khenderson@madisonsquarechurch.org. Include in the subject line of the e-mail the date of the requested announcement (example; 10.22.17 Announcement Request).

All requests must be submitted 1 week prior to announcement date for consideration. All requests will be reviewed by pastoral team, executive directors, and department head. We encourage you to submit your request as far in advance of your event as possible. Platform announcements are determined based on the number of request submitted and components of Sunday morning worship. Contact will be made if announcement is approved or denied. If denied, a determination will be made of how the announcement can be incorporated at a future date.

Name _____ Date Submitted _____

Phone number _____ E-mail _____

(Madison Members)

Department _____ Department Director _____

(Community Partners)

Organization Name _____ Phone number _____

Start date of announcement _____ End Date _____

Announcement

(Please be as brief and detailed as possible. Include contact information and dates of event if applicable. We reserve the right to edit if necessary and adjust frequency of announcement):

Please indicate if other technology accommodations are needed;

_____ Video _____ PowerPoint _____ Attached Flyer

**If any of these accommodations are needed, please attach to e-mail with submitted form*