

# Announcement Form

If you would like to make known upcoming events at Journey Church, you will want to write an announcement. Making sure the following questions are answered will help ensure a well-written, informative announcement:

- Is it easy to read?
- Did I answer What, Who, When, Where, and Why?
- Did you include your contact information?
- Have you double-checked for spelling and grammatical errors?
- Did you include the date AND time?

**Other information to consider including in your announcement would be:**

- Who is the target audience? (i.e. children, couples, women only, etc.)
- May children attend the function? If not, is childcare provided?
- Do attendees need to bring something? (i.e. dish for potluck, lesson manual, etc.)
- What is the appropriate attire? (i.e. casual or in Sunday dress)
- Is there a charge for the event? If so, how much, to whom, and when to pay?
- If the event is not on the church premises, is transportation provided?

What? [Event Title]:
What? [Event Description]:
Who? [Target Audience]:
When? [Date(s) AND Time(s)]:
Where? [Location, be specific]:
Why?
Other Information/Comments:
Contact Information [Name, Phone, Email]: