



Announcement Request
First Baptist Church of District Heights

Title of Event: _____

Event Date: _____ Time: _____

Ministry: _____ Location: _____

Announcement for Print: _____

(Pulpit Announcement are made at the discretion of the Senior Pastor)

Place announcement in/on the following (circle all that is applicable):

Church Bulletin Facebook Instagram Twitter E-Mail Blast Website

Contact Person: _____

Contact Email: _____ Phone: _____

Date Submitted: _____

Please attached flier for Facebook, Instagram, Twitter, E-Mail Blast and Website (if applicable).

1. Announcement for the church Monthly Bulletin must be received by the 15th for the next month publication. Announcement for Facebook, Instagram, Twitter, E-Mail Blast and Website must be received at least 2 weeks prior to publication.
2. All announcements are approved by the Senior Pastor or his designee.
3. For pictures and fliers, the following image guidelines are required:
 - a. Facebook: 1200 x 717 pixels
 - b. Instagram: 1080 x 1080 pixels
 - c. Twitter: 440 x 220 pixels
 - d. E-Mail Blast: 600 x 200 pixels
 - e. Website: 1440 x 550 pixels

Please submit to announcement@fbcdh.org or you can place form in church clerk box in the church office (Must submit fliers/pictures via email).