

## Minute for Mission Request Form

Date for Minute for Mission: \_\_\_\_\_ Ministry: \_\_\_\_\_

Subject: \_\_\_\_\_

Check if      Tell: \_\_\_\_\_      Thanks: \_\_\_\_\_      Ask: \_\_\_\_\_

Speaker and E-mail contact: \_\_\_\_\_

Check if, in addition to the minute for mission, the following is requested.

Morning Announcement: \_\_\_\_\_ Weekly Newsletter (Bulletin): \_\_\_\_\_ Bulletin Stuffer \_\_\_\_\_

Monthly Update (Newsletter): \_\_\_\_\_ Projection Announcement: \_\_\_\_\_ Envelopes: \_\_\_\_\_

Graphics attached: None: \_\_\_\_\_ Video: \_\_\_\_\_ Logo: \_\_\_\_\_ Photos: \_\_\_\_\_ Graphs: \_\_\_\_\_

List 'Bullet Points", key ideas or outline of the message. A concise two minute message is usually two to three paragraphs of information and less than 150 words.

Submit 4 weeks prior to requested date to the office secretary or e-mail form to [info@firstunitedpc.org](mailto:info@firstunitedpc.org) and cc. [Luke@firstunitedpc.org](mailto:Luke@firstunitedpc.org)

Approved: \_\_\_\_\_ Minute for Mission Date Confirmed: \_\_\_\_\_

Bulletin Insert: \_\_\_\_\_