



## Events/Announcements Submission Instructions

### *Calendar*

Go to the Calendar page on the Fellowship Bible Church Website

[http://www.fellowship-katy.org/calendar/event\\_calendar.php](http://www.fellowship-katy.org/calendar/event_calendar.php)

Check the availability of your date using the calendar on this page.

If your date is available, click on the button labeled "Announcements/Event Reservation Form"

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### *Event/Announcement Submission Form*

Completely fill in the form on this page. Make sure that you include your name, phone number and an email address where you can be reached if we need more information about your event/announcement.

The Event/Announcement Title you supply will be used to identify your event on the website calendar. Please include all details of the event in the "Event Details" box. Be sure to include any special instructions for attendees and also any special instructions needed for the announcement of your event ie., dates you would like the announcement to start and/or end, if you need volunteers, etc.

Once you have submitted the form, you will receive an email confirming your submission. If you need to contact someone after you have submitted your form, you may contact the event administrator ([announcements@fellowship-katy.org](mailto:announcements@fellowship-katy.org)).

Please be sure to schedule your event far enough into the future to allow for whatever planning and preparation will be needed. Lack of planning on your part, will not constitute an emergency on ours.

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### *Important Information*

All Sunday morning announcements must be submitted by the prior Thursday (3 days before). Any announcements received after Thursday, will be saved for the following Sunday.

If your event is not accepted by the event administrator, you will be contacted to either determine another date or revise your event.

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Thank you,

Fellowship Bible Church Leaders