

**INTERNAL ADVERTISING REQUISITION**

Requested format:

Printed in Bulletin       Announced during Services       Web-Site

Announcement for event (As printed or announced during service):

---

---

---

---

---

---

---

---

---

---

Date(s) announcement to be made: \_\_\_\_\_

Date(s) announcement to be printed in bulletin: \_\_\_\_\_

Will printed material be used in connection with this event/activity?       Yes       No

If yes, has printed material been approved by HAEC Administration?       Yes       No  
(Must have Operations Manager approval before distribution of printed material)

Briefly describe process for distributing printed material \_\_\_\_\_

---

---

The signature below confirms that this department will assist with the event/activity on the date and specified time shown on the cover sheet.

---

---

Authorized Signature

Date