





Announcement Request

Submit to announcements@fcbc.org or Church Office mailbox.



羅省第一華人浸信會
FIRST CHINESE BAPTIST CHURCH
LOS ANGELES

942 Yale Street, Los Angeles, CA 90012  www.fcbc.org
 (213) 687-0814  (213) 375-3999  info@fcbc.org

Date _____

SUNDAY

Sunday Bulletin: Announcement

- Written Oral (Must be approved by Senior Pastor)

Submitted by _____

Phone _____ Email _____

Announcements will be made for two Sundays only, except for major events.

1st Sunday _____ 2nd Sunday _____

Write the announcement as you would like it printed and/or read orally. Church Office reserves the right to edit and reformat the content to fit available space and/or time.

- **DEADLINE: MONDAY prior to Sunday announcement date**

Sunday Bulletin: Pre-printed Insert

- Content must be approved by Senior Pastor* and reviewed by Church Office (email hklee@fcbc.org) before printing
- Total number: 1,440 (Cantonese - 680; English - 440; Mandarin - 150; Youth - 170)
- **DEADLINE: Deliver to Church Office by the THURSDAY prior to Sunday distribution date**

Video or PowerPoint

- Content must be approved by Senior Pastor*
- Length of time: maximum 1½ minutes
- Acceptable video formats: AVI or MP4
- PowerPoint slide size: Worship Center (16:9), Praise Center & Hall of Truth MPR (4:3)
- Submit video or PowerPoint to Church Office (email hklee@fcbc.org)
- Church Office will coordinate with Audio-Visual (A/V) to test and load your presentation
- Please do not go to the sound booth and give your presentation to A/V. Do not disrupt the A/V team. The sound booth is restricted to A/V personnel only.
- **DEADLINE: Submit 1 week prior to Sunday announcement date**

* Senior Pastor may e-mail approval to (hklee@fcbc.org)

Revised 08.18.2015