

# Hope Lutheran Church Display Board Work Request

Team making request \_\_\_\_\_

Person making request \_\_\_\_\_

Phone number \_\_\_\_\_

Has the project been cleared with Pastor(s) or Council? Yes \_\_\_\_\_ No \_\_\_\_\_

Date the display begins \_\_\_\_\_

Number of weeks you wish display to be up \_\_\_\_\_

Detailed description of the project \_\_\_\_\_

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**Please attach any materials you wish to have displayed with this form and give to office staff, to be placed in the information mailbox or cupboard.**

Will the information also be in the newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

**For your information: Type up the information. Someone in the church office will have to make any titles/banners and clip art. Be sure the office has the correct information, dates, etc. in a timely manner. We like to have a two week lead time to remove old boards and coordinate the project with the office workers.**

**If you have questions, contact Nancy Shephard (750-9642)**