MCES Announcement Form

***Please place this completed form in the announcement folder***

***(Located at the front desk)***

***24 hours in advance***

Announcement submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Circle **AM** or **PM** announcement or both

Date announcement is to **start** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date announcement is to **end** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Announcement to be read (please print clearly):