

Two ways to have your announcement read:

- Fill out the **ENTIRE** form and place in the announcement basket located in the main office by **2:10 p.m.** the day **BEFORE** you want it read.

OR

- Fill out the **ENTIRE** form and email it to [jhsannouncements@gmail.com](mailto:jhsannouncements@gmail.com) by **5 p.m.** the day **BEFORE** you want it read. **(We would prefer this option!)**



Name of Group:

Advisor:

Contact Info for Advisor:

Person Filling Out Form:

Advisor's Signature:

Announcement:

Day(s) To Be Read:  
(3 days MAX)