

ALBION ANNOUNCEMENT FORM

Group/Person requesting announcement:

Write out the announcement the way you want it to read. Please include the name, date, time, and location of the event. Please keep announcements as short as possible.

Please announce on the following date(s):

***Announcements must be turned on in to the attendance office announcement basket by: 3:00 pm the day before the announcement needs to be made (no emails).**