

The Zion Informer

DID YOU KNOW?

1. All ministries should have a reporter
2. No one knows what you are doing unless you write it up.
3. You may use the format below as a guide.
4. The DEADLINE is the THIRD SATURDAY IN EACH MONTH. Place news in the Zion Informer envelope near the office door.

Name of Ministry: _____

Name of Event: _____

Importance/Nature of Event: _____

Time: _____ Location: _____

Date & Date

Where: _____

Place

Who: _____

Names and Titles of All Participants

Contact Person: _____

Name

Telephone