

Chapel

 **Announcement Procedure:**

**There are THREE types of chapel announcements – each no longer than 1 ½ min.**

1. **The Standard Announcement**

**- Either you can do it or Lori can read it for you.**

1. **The Entertainer Announcement**

**- Relay your message with a song, dance, skit or some other entertaining means.**

1. **The Video or PowerPoint Slide**
	1. **Make or find a short clip.**
	2. **That can be your announcement or you may add a brief summary, remember the time limit is 1 ½ minutes – TOTAL.**

Some other IMPORTANT information to remember…

- Events that are announced must be **open to the majority of the community**.

- Anyone who wants to make a Chapel announcement **NEEDS** to stay for chapel. It’s

 disrespectful to ask to make an announcement and then walk out. It sends the message

 that what is being promoted is important and that Chapel is not. Groups that make an

 announcement and walk out of Chapel will lose the privilege of using Chapel for

 announcements for that semester.

- When planning your announcement, **Ephesians 4:29** is your primary guide: *“Do not let*

 *any unwholesome talk come out of your mouths, but only what is helpful for building*

 *others up according to their needs, that it may benefit those who listen.”*

- Your announcement **MUST NOT exceed 1½ minutes in length. Keep it short and to the**

 **point!**

- Submission deadlines: Announcements are to be turned in to Alisa Gunter, in Snyder

 Hall 102 or at alisa.gunter@greenville.edu at least **48 hours in advance**.

- Announcements are limited to **3** announcements per day, so plan early, THIS WILL BE

 ENFORCED! As we are cutting time from our speakers/worship bands that have been

 scheduled, when we have too many announcements!

- Announcements are on Monday’s and Wednesday’s only.

- All video/slide announcements must be sent to Alisa at least 48 hours before said
 announcement, so it can be APPROVED. Slides must use the NEW\* Template.

- **The same announcement/EVENT can only be given ONE TIME! -** If it something **that is**

 **important** we can run slides in chapel (as students are entering and leaving) and

 utilize the TV’s around campus and if there enough time given, it can be put on

 Chapel cards – give me a day’s notice.

**All announcements must be approved by Lori or Alisa before given in chapel. The Chaplain reserves the right to limit the number of announcements given and edit their content, if necessary.**