



Friendship Missionary Baptist Church
 3400 Beatties Ford Road, Charlotte, NC 28216
 Phone: 704-392-0392; Fax: 704-391-5800
 Dr. Clifford A. Jones, Sr., Senior Minister

Announcement Request Form

IMPORTANT NOTICE: HAVE YOU RESERVED SPACE AND RECEIVED CONFIRMATION FOR SPACE USAGE FROM THE CHURCH SCHEDULER? IF NOT, PLEASE CONTACT CHANDRA PRETTY AT 704-391-6652 TO RESERVE CHURCH SPACE FOR YOUR EVENT. ANNOUNCEMENTS WILL NOT BE PRINTED IF SPACE HAS NOT YET BEEN CONFIRMED. ALL **APPROVED** ANNOUNCEMENTS MUST BE SUBMITTED **TEN DAYS PRIOR TO THE SUNDAY OF ANNOUNCEMENT.**

PLEASE CHECK ONE:

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WEEKLY MINISTRY GUIDE ANNOUNCEMENT
 (information for the upcoming week)

MONTHLY MINISTRY GUIDE ANNOUNCEMENT
 (information will run in monthly guide for entire month)

MONITORS*

WEB SITE*

E-MAIL BLAST (please list distribution group)*

RECORDED ANNOUNCEMENTS*

*Submit request to techsupport@friendshipcharlotte.org

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**PLEASE FORWARD ALL ANNOUNCEMENT REQUESTS TO ALMA WYNN JONES
AFTER APPROVAL BY YOUR RESPECTIVE DEIVISION MINISTER.**

Request Date: _____ Date Needed (**Please Allow Ten Days**): _____

Requested by: _____ Phone No.: _____

Organization: _____ DeiVision: _____

ANNOUNCEMENT INFORMATION:

Event:
Date/Time:
Location:
Registration (if applicable)
Contact (if applicable)

APPROVED DeiVision Minister _____ Date _____