

Maple Springs Baptist Church

4131 Belt Road

Capitol Heights, MD 20743

BULLETIN ANNOUNCEMENTS SUBMISSION FORM

IMPORTANT REMINDER: *The deadline to submit all announcements to be included in the weekly Sunday bulletin is no later than 2:00 p.m. on the Tuesday prior to the Sunday the announcement is to appear. Announcements received after the deadline will be placed in the following week's bulletin. The completed Bulletin Announcements Submission Form should be placed in the mailbox of the Pastor's Secretary.*

TODAY'S DATE: _____

NAME OF CONTACT PERSON: _____

TITLE: _____

NAME OF MINISTRY: _____

CONTACT TELEPHONE NUMBER: _____ Cell Home Work



TYPE OF ANNOUNCEMENT: Meeting Rehearsal

IS THIS A RECURRING ANNOUNCEMENT: Weekly Monthly

DATE OF MEETING/REHEARSAL: _____

TIME OF MEETING/REHEARSAL: _____ a.m. p.m.



*Please write announcement **LEGIBLY**. Also, make sure to include correct contact telephone number(s), e-mail address, date, location, time, and theme if applicable.*

ANNOUNCEMENT:

