



Macedonia

A Place Where Christ's Love Abides,
Worship Thrives, & Lives Are Changed.

**Missionary
Baptist Church
of Naples Inc.**

MMBC HAPPENINGS FORM

MACEDONIA MISSIONARY BAPTIST CHURCH HAPPENINGS FORM

Announcement Submission Form

Suggested Submission:

About 2-4 weeks prior to event Please complete this form to request an MMBC Happenings announcement for an upcoming Sunday. If you would like the to promote your upcoming event, meeting, rehearsal or program, it must FIRST be approved by Communication Ministry & Pastor. The announcements are to promote programs, fundraisers, meetings and events that are not regularly scheduled. Personal announcements or organizational announcements may not be made. This must be posted in our church Newsletters, Website, Foyer screen, unless approved. All announcements must be 45 words or less. Please use correct days, dates and times. If a special image or video is associated with the announcement, please email our communication ministry chair, prior to submitting the announcement request form.

Department/Ministry **(required)** _____

Today's Date **(required)** _____

Contact Name or Ministry Leader **(required)** _____

Email **(required)** _____ Phone Number **(required)** _____

Event/Program Name **(required)**

Event/Program Date(s) & Time **(required)** _____

Location of Event **(required)** _____

Which 2 Sundays would you like this Announcement read?

PLEASE SUBMIT FORM TO CHURCH OFFICE AFTER COMPLETED



1003 3rd Ave. N Naples FL 34102



(239) 262-4877



mmbc@bapt1003.comcastbiz.net

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Announcement (45 Words or less) **(required)**

Do you have media (PowerPoint slide, video or other visual) to accompany your announcement? (Media must be submitted to the office by noon on the Wednesday preceding announcement) Please specify _____

****Please return this form to the church office no later than the Wednesday 12:00pm prior to the requested Sunday worship service.***

Member Signature: _____

Communication Ministry Chair Signature: _____

Pastor Jaccarie D. Simons Signature: _____

Date Approved: _____

PLEASE SUBMIT FORM TO CHURCH OFFICE AFTER COMPLETED

