

The Fellowship Center  
10901 Rhode Island Ave., Unit 77  
Beltsville, Maryland 20705

Rev. Terry L. White, Sr. – Senior Pastor

## ANNOUNCEMENT REQUEST

**Announcement requests should be received at least 4 weeks prior to date of your event. Please provide as many details as possible for your announcement request.**

Date:

Name of Organization

Head of Organization

Contact Name (person making the request )

Dates to be announced

Type of Announcement: (Please check appropriate type) Advertisements created within any TFC-affiliated ministry must be approved by the Pastor of Communications before being printed or distributed.

Flier    Verbal    Written    Other

Announcement: (List any *specific information you what provided by Communications*)

Organization Head Approval

Person Submitting Request

Rec'd: (Date)

Pastor Approval: