# PowerPoint Request Form

The Potter's House
FAMILY WORSHIP CENTER

Please be aware that all PowerPoint request forms must be in two (2) Tuesdays before the Sunday it is needed. This will ensure that proper time and skill has been taken in developing a quality PowerPoint slide. Also, not all PowerPoint requests will be approved for showing. Generally, we will gear PowerPoint presentations to advertise upcoming events encouraging congregational or major ministry participation. Any requests submitted after a due date will not be accepted unless by special approval. If you have any questions or concerns, please contact the church office at 989-772-5681 or email office@pottershousefwc.org. You must fill out a new form for a similar event held multiple times of the year.

Contact Name_____ Ministry_____

Email Address_____ Phone_____

Slide Showing:

Starting Date_____ End Date_____

Event Information:

Event Title_____ Event Date(s)_____

Where_____ Event Start Time_____ Event End Time_____

Description of Event

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**Please mail completed form to:**
The Potter's House Family Worship Center
5346 E. Deerfield Rd.
Mt. Pleasant, MI 48858
**-or-**
Fax: 989-772-8733
**-or-**
Drop off during office hours M-F, 9am – 3pm