



October 20, 2011

MAPS Weekly Announcements Guidelines

This set of guidelines voids all the weekly announcement policies and guidelines previously issued before October 2011. It applies to all organizations (including MAPS internal announcements) and entities that request any announcements to be made at Muslim Association of Puget Sound (MAPS) in Redmond facilities.

These guidelines are published by the MAPS board. These guidelines are being issued to provide an update on announcements requests, schedule, and procedures at MAPS. Read the entire guideline to ensure familiarity with the information, before proceeding to request for an announcement request at MAPS.

- MAPS internal or any external announcement should be sent to announcement@mapsredmond.org no later than Thursdays noon time (12:00pm) to be announced on Friday and weekend gatherings
- By Friday 9am, we've a final list of announcements ready to be announced every Friday after *Jumma* salat and during weekend programs
- A list of announcements will be compiled according to the following prioritization due to very limited time for announcements:
 - Upcoming events in the next two weeks
 - Location of the event – Note, events and activities in Redmond and surrounding areas will have higher precedence
 - Location of the events/activities
 - Potential benefit to the MAPS community
 - Entity or organization requesting announcements should be well known
- There's no guarantee that every announcement sent to MAPS announcement alias will be announced. However, every attempt will be made to announce it.
- After *Jumma* prayer and during other gatherings, all of the announcements in the compiled list will be announced. Recommended number of total announcements will be no more than 5
- Note: website, newsletter, emails provide all the details necessary details, thus only short highlight of the event/activity will be announced verbally
- If there's any emergency and/or any urgent/important announcement, we'll make the exception to announce before *Iqama* of the *Jumma* salat

Jazakum Allahu Khairan and thank you for your cooperation to help us provide the best experience and effective announcements to the community

MAPS Board