

# MEDIA SERVICES REQUEST

## Form

The People's Community Baptist Church  
 31 Norwood Road · Silver Spring, Maryland 20905  
 301-384-2601 · (F) 301-989-2242 · www.tpcbc.org  
 Dr. Haywood A. Robinson, III Pastor

### CONTACT INFORMATION

Contact Person Name	Date
Phone Number	E-mail Address

### EVENT INFORMATION

Ministry	Event / Activity Name	
Event / Activity Date	Start Time	End Time

**PLEASE CHECK ALL MEDIA AND EQUIPMENT REQUESTS FOR YOUR ACTIVITY**

- Pre-Recorded Church Announcement  
(Deadline: Sunday before the next Sunday)
- Media Shout Slide  
(Deadline: Sunday before the next Sunday)
- Website  
(Deadline: 7 days before the event slide is posted)
- Digital Message Board  
(Deadline: 7 days before the event slide is posted)
- Graphic Design / LOGO  
(Deadline: 1 month before it is needed)
- Photography  
(Deadline: 7 days before the event)
- Video Taping / Editing  
(Deadline: 2 months before the event)
- Other \_\_\_\_\_

**EQUIPMENT:**

- Microphones: How many \_\_\_\_\_
- Computer / Laptop
- DVD Player
- LCD Projector
- Other: Please specify \_\_\_\_\_

(Deadline for all equipment requests: 7 days before rehearsal or event)

**LOCATION:**

- Sanctuary     Norwood Center     Classroom(s)

Please specify classroom number: \_\_\_\_\_

**IN THE SPACE PROVIDED BELOW, PLEASE WRITE ADDITIONAL INFORMATION, AS REQUIRED:**

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**PLEASE CHECK THE BOX FOR RUN TIME THAT APPLIES TO YOUR ANNOUNCEMENT REQUEST:**

- 7 Days (1 Week) before your Event/Activity
- 14 Days (2 Weeks) before your Event/Activity
- 21 Days (3 Weeks) before your Event/Activity
- 30 Days (1 Month) before your Event/Activity

**FOR MEDIA OFFICE STAFF ONLY**

RECEIVED BY:			
APPROVED BY:			
ASSIGNED TO:			
(1)	(2)	(3)	(4)