# MEDIA SERVICES REQUEST Form

**Contact Information**

<table>
<thead>
<tr>
<th>Contact Person Name</th>
<th>Date</th>
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<tr>
<th>Phone Number</th>
<th>E-mail Address</th>
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**Event Information**

<table>
<thead>
<tr>
<th>Ministry</th>
<th>Event / Activity Name</th>
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<thead>
<tr>
<th>Event / Activity Date</th>
<th>Start Time</th>
<th>End Time</th>
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**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:**

**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**

<table>
<thead>
<tr>
<th>RECEIVED BY:</th>
<th>APPROVED BY:</th>
<th>ASSIGNED TO:</th>
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Revised July 2014