



# MEDIA REQUEST FORM

Please complete this form and submit it to Christian Education  
three weeks prior to the day of any event.

Please place this form in the Christian Education mailbox.

MINISTRY \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

<b>NAME OF EVENT</b>	
<b>DESCRIPTION OF EVENT</b> <i>(dinner, concert, play, workshop)</i>	
<b>DATE OF EVENT</b>	
<b>PLACE OF EVENT</b>	
<b>TIME OF EVENT</b> <i>(begin TIME &amp; approx. end TIME)</i>	
<b>CONTACT PERSON</b> <b>and TELEPHONE</b>	
<b>REHEARSAL DATES</b>	
<b>NUMBER OF SPEAKERS</b>	
<b>NUMBER OF SINGERS</b>	
<b>NUMBER OF MUSICIANS</b>	

**Services Requested Information: Please write additional information on the back of this form.**

1. If you have **specific songs**, provide the CD or cassette **five days** in advance labeled with your name to the **Audio Ministry**.
2. If you need someone to operate **PowerPoint**, provide the CD/DVD **five (5) days** in advance labeled with your name.
3. If you need **PowerPoint** equipment set-up and **you operate**, please indicate that on the back of this form.
4. If you want to post information on our **Web Page**, please contact Christian Education.  
If you want to write an article for our **Newsletter**, please contact Christian Education
5. If you need the **Graphic Design Ministry** to design ministry flyers, brochures, etc., please attach illustration.
6. If you need a tape, CD, or DVD duplicated (observing copyright laws), indicate your request on the back of this form.

**SERVICES REQUESTED: Please check all that apply.**

<input type="checkbox"/> Marketing	<input type="checkbox"/> Photography	<input type="checkbox"/> Newsletter Posting
<input type="checkbox"/> Video	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Audio (be specific)	<input type="checkbox"/> Web Posting	<input type="checkbox"/> Other _____
_____	<input type="checkbox"/> Duplication (CD, DVD)	_____

Lead TRIO \_\_\_\_\_

Signature Phone # Email Date

Coordinator \_\_\_\_\_

Signature Date

Executive Staff \_\_\_\_\_

Signature Date