Media Service Request Form

Media Director	Shelia Davis	Date Submitted:
Worship Director	Sarah Brown	
Person Requesting		
Contact Number		Type of Assistance Needed:
Ministry		
Event Description		□ Audio □ Video
		□ CD/Music □ Screens
		☐ LCD Projector ☐ Digital Camera
		□ DVD □ Web Site Content
		□ DVD □ Web Site Content
Event Date		□ PowerPoint Presentation
Event Time		
Event Location	□ In House	□ Internet/Broadcast
	□ Away	,
	(Location)	□ Graphic
		□ Other (Specify)
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*** Please submit at least 2 weeks in advance of event*** Wedding assistance must be submitted at least 6 months in advance.		
*** Due to New Order of Sunday Morning Worship, see special instruction ***		
Due to New Or	aci of Junuay Morning W	or ship, see special mon action

□ Approved	
	Media Director
□ Denied	Would be Discontinu

