

Multi-Media Request Form

GENERAL POLICIES

- Please return completed form to the Multi-Media Department.
- Please allow up to 7 days for your request to be processed. Once processed you will receive a confirmation email regarding status of your request.
- Please email completed forms to the Media Department at: **g2gmediateam@gmail.com**

IMPORTANT DEADLINES

- All church announcements must be submitted **one month prior** to activity or event.
- All E-blast must be submitted **two-weeks prior** desired e-blast date.
- All request special presentations, including videos, PowerPoint presentations, etc. must be submitted **three months prior** to activity or event. Please allow 2-3 months for presentation prep work.

Ministry:

Ministry Lead:

Submitted by:

Email:

Contact #:

Please check all media outlets that apply:

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Church Announcement

☐

Video

☐

Website

☐

Facebook

☐

E-Blast

Name of Event:

Date of Event:

Event Start Time:

Event End Time:

Description of the Event:

Event Location:

Is there cost for the event?

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Yes

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No

If so, how much?

Target Group (Age, Gender, Marital Status, Parents, etc.):

Date Video/Presentation is needed:

Purpose of Video/Presentation: