



MEDIA MINISTRIES MEDIA REQUEST FORM



Instructions

This form is for use by those representing ministries or coordinating events, to request publicity for your ministry/event. Please submit this form at least **two to three weeks** prior to your event. If you have questions, contact mediaministries@whatis1st.com or christa@whatis1st.com.

Event Information

Ministry Name		
Contact Person for the Event		
Phone number	Email	
Event Title		
Event Date	Start Time	End Time
Room Reserved <input type="checkbox"/> yes <input type="checkbox"/> no	AVL Form complete <input type="checkbox"/> yes <input type="checkbox"/> no	Childcare Needed <input type="checkbox"/> yes <input type="checkbox"/> no
Reservations Needed?	Reservation Deadline	Signup Online needed <input type="checkbox"/> yes <input type="checkbox"/> no
Target Audience	Cost <input type="checkbox"/> yes <input type="checkbox"/> no if yes How much?	
Event Description:		

Promotion Elements Requested		
<input type="checkbox"/> Create a Graphic for the event	<input type="checkbox"/> Facebook event & coverage	<input type="checkbox"/> Website Update
<input type="checkbox"/> Slide prior to services	<input type="checkbox"/> Bulletin Announcement	<input type="checkbox"/> Video announcement **
<input type="checkbox"/> Flyer (8.5" x 5.5")	<input type="checkbox"/> Poster (8.5"x 11")	<input type="checkbox"/> Tri-fold Brochure with photos
<input type="checkbox"/> Information for Welcome Center	<input type="checkbox"/> Tickets for an event	<input type="checkbox"/> Webpage
<input type="checkbox"/> Other: (please describe)		
<p>Church staff has the right to rewrite and change announcements based on available spacing, and will determine all dates for promotion. Staff reserves the right to decline publication and production of announcements should the event not meet the criteria of 1st Church's Mission. Please note, we no longer do "from the pulpit" announcements.</p> <p>**Video announcements are selected based on time and target audience.</p> <p><small>If you would like to have a member of your ministry film a 15 – 20 second promo for your event, please place that in the other comments and we can schedule it to see if it can be done.</small></p>		

Signature	Name
<i>Signature of the Person Submitting this Form</i>	<i>Name of the Person Submitting this Form (print)</i>

Date
MM DD YY

For Office Use Only			
Received by			
Date Received			