

MEDIA REQUEST FORM

ALL MEDIA REQUEST MUST BE SUBMITTED
AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Please list who or which Ministry is requesting Media assistance

Issuers Name: _____ Date: _____

Date and time of the event you are requesting assistance for or during which portion of the Worship service?

Date: _____ Time: _____ Which portion of worship service: _____

If need to show a video please make sure it is either on a DVD or formatted as an **MPEG3, MPEG4, AVI**, or a **WMF** (Windows Media File) saved to a flash drive.

If you need words to a song or scriptures for a sermon projected please send to Christie Jones (christie_jones77@yahoo.com) or Michael Tyler (mst2video@yahoo.com) one week prior to the event.

If you would like to have the event projected on the screens or recorded please make that known on the line below.

Please leave your name, number and/ or email address for confirmation.

AUDIO REQUEST FORM

ALL AUDIO REQUEST MUST BE SUBMITTED
AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Please list who or which Ministry is requesting Audio assistance

Issuers Name: _____ Date: _____

Date and time of the event you are requesting assistance for or during which portion of the Worship service?

Date: _____ Time: _____ Which portion of worship service: _____

If you need Microphones please list:

of Mics: _____ Positioned/Type: _____

If you need audio tracks to be played, please bring the song either on the Original CD or on a Flash Drive as an **MP3 or MP4** format one week prior to the event to the Audio Ministry. **Sorry No burned CDs or playing from a phone.**

Please leave your name, number and/ or email address for confirmation.
