

Media Event/ Conference/ Announcement/ Video Request Form

(Please read back page for policy, questions and concerns)

Date of request _____ Date to be published _____

Name _____ Ministry _____

Phone Number _____ Email _____

Title of Event/ Conference/ Announcement/ Video

Description of Event/ Conference/ Announcement/ Video

(Attach Document If Necessary)

What Form Of Media Are You Requesting For Your Event/ Conference/ Announcement/ Video

*** Please Include Graphic Examples From Previous Events / Conferences/ Announcements/ ***

(Check All That Apply)

- Announcement (rhema news/ online event page) (Maximum of 2 Weeks)
- Video Announcement (must be approved by (Debbie Fluellen) to be played during service)
- Half Sheet Insert (black and white or color)
- Billboard (must be approved by Finance Department (Sheila Bennett) as well as (Dan Harris)
- Kiosk (front lobby tv)
- Brochure (8.5x11 color tri-fold)
- Web Banner (homepage of rhemachristiancenter.com)
- Online Registration (must be approved by Finance Department (Sheila Bennett) unless free of charge)
- Facebook/ Twitter (promoted with information from event/ conference/ announcement/ video)
- Rhema On The City (promoted with information from event/ conference/ announcement/ video)
- Other _____
- I request to meet with Media Department to discuss options

*** Please bring all materials, examples, videos to the meeting once approved ***

Place all completed forms in John Lockhart's mailbox

Updated and Revised 11/01/2017



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Media Event/ Conference/ Announcement/ Video Policy

All Media Requests must be approved by Pastor Dan Harris

All media request forms for classes and small events must be submitted with all information required to complete tasks, including past samples: **60 days** (minimum) before the “finished product” is due (lead time), allowing enough time for design, approval, and printing (if required).

Any conference or main event that has a registration/online registration must be turned into John Lockhart at least **90 days** before the “finished product” is due. A meeting must be scheduled with the Media Department and the ministry leader when the request is turned in. During the meeting a flow chart will be created and the appropriate due dates will be decided.

If the event requires a registration fee, then the request should be discussed and signed by the Finance Department (**Sheila Bennett**).

If you are requesting a Video then you will be contacted by Bill Richmond once approved to be scheduled. All videos scripts must be submitted with request and will be taped during the hours of 8:00 am - 4:00 pm Monday through Friday unless otherwise approved. Please allow **2 weeks** before due date for all video requests. **ALL** videos must be under 3 minutes once complete.

All other requests require at least **2 weeks** before project due date for completion. (announcement, half sheet insert, kiosk, brochure, web banner, facebook, and rhema on the city)

All media request forms must be signed and dated by the Elder oversight of the ministry.

All Rhema News Announcements will be active for a maximum of **2 weeks**.

All media request: art, graphics, pictures, and samples (if possible) must be emailed to (**John Lockhart**) at jlockhart@rhemachristiancenter.com by the same date that the request form was submitted. The Media Department will only accept High Resolution Quality images. (PDF's and JPG's)

If your request requires a Room for your Conference or Event then please contact (**Vicky Banks**) for approval. Please confirm this before submitting Media Request form.

If your request requires sound support please contact (**Roger Henry**), and complete audio request form. Please confirm this before submitting Media Request form.

Please keep in mind that all projects are done IN-HOUSE therefore, please allow time for Media Department to process the request and order the materials needed to complete the request.

The Media Department will NOT begin any requested project until ALL necessary signatures have been completed.

All media requests will be managed by John Lockhart (614) 471-9673 X0040, jlockhart@rhemachristiancenter.com and all video requests by Bill Richmond (614) 471-9673 X0058, brichmond@rhemachristiancenter.com

Elder Oversight _____
Required Signature Date

Dan Harris _____
Required Signature Date

Sheila Bennett _____
If Applicable Signature Date

Deborah Fluellen _____
If Applicable Signature Date

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