

# Media Ministries Request Form

(This form must be submitted 2 weeks prior to event date)

## General Information:

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_

## Event Information:

Date of Event: \_\_\_\_\_ Time of Event: **Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

### Type of Event:

*Media staff are not paid, please respect their time and end on time.*

Musical Concert  Play/Skit  Wedding  Workshop  Other (Please explain:)

## Microphones Needed:

One  Two  Three  Four  Five  Six

## Approximate Number of People:

One Individual  2-5  5-10  10-20  Over 20  
 Soloist with:  Individuals  Choir

Need Soundtrack  Yes  No \*When in program will they sing \_\_\_\_\_

Instruments? If so, what Kind? \_\_\_\_\_

## Powerpoint Request: (See note below)

LCD Projector Needed:  Yes  No

Powerpoint Presentation:  Yes\*  No

**NOTE:** (All PowerPoint requests have to be approved by the Media Staff and must be for a regular Maranatha program, not personal performances, promotions, etc...) Once approved, Powerpoint Presentations must be submitted 1 week prior to event date for review.

We ask that all performers do a sound check in the church with our Audio technician the night before they are to perform. This request form **MUST** be submitted to the Media Center at least **TWO (2)** weeks before the event date. No outside technician is allowed to run any Maranatha equipment.

For additional information please use the back of this form.

Media Ministry Leader Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_