

BETHEL MISSIONARY BAPTIST CHURCH
WIRED MEDIA MINISTRY REQUEST FORM

(Please Print Clearly)

REQUESTER'S NAME: _____ MINISTRY: _____

Contact Phone: _____ Email: _____

Event Date/Time/Place: _____

Date (Form Submitted): _____ Approved Event (Please check one): Yes No

Check all that apply:

Audio & Visual

Audio Board System On Audio Recording Microphone Set Up Sound Technician

Visual Screen Announcement:

8:00am Sunday Worship Service 10:45am Sunday Worship Service

Broadcasting

Photographer:

Photos Print CD Published on Web

Videographer:

Video Recording DVD Slide show or video on visual screens (must supply DVD)

Lighting

Publishing

Bethel Beat Article Brochure Design Flyer Design

Journal Design Special Newsletter Issue

Media Kit (Press release, newspaper, radio, magazine, online calendar)

Website

Banner Announcement Calendar Date Facebook Announcement Upload Photos

Update Ministry Webpage: Complete "Ministry Webpage Request" Form

Additional Information: **More on back**

****Individual ministries are responsible for the cost of mailing, printing, producing CD's or videos, and publishing of all printed materials****

Please place request in the WIRED Media Ministry folder or log onto <http://www.bmbc-wf.org/media.html> and submit an online request. If you have any questions, please email us at wiredmedia@bmbc-wf.org

Please submit request **2 - 4 weeks** before event, so that all requested items can be completed in a timely manner.

