



## Media Services Requests Procedure

In order to ensure a successful event where Media services are needed, please use the following checklist. The Media Ministry **deadline for services is a minimum of two (2) weeks advance notice** in order to review requests and to obtain staffing for events.

### EVENT NOTIFICATION CHECKLIST

(All of the below are required at the time services are requested)

	Item	Date
<input type="checkbox"/>	CBC request for services form completed and turned into Church Office	
<input type="checkbox"/>	Place copy of request form in Media Ministry church mailbox	
<input type="checkbox"/>	Contact Media Ministry ( <a href="mailto:cbcmediainfo@gmail.com">cbcmediainfo@gmail.com</a> )	

### CONFIRMATION CHECKLIST

(Sign off by Media on the below is required before services can be guaranteed)

	Item	Yes / No - Date
<input type="checkbox"/>	Acknowledgement of request received from Media	
<input type="checkbox"/>	Discussion of Media needs for event	
<input type="checkbox"/>	Does request require additional equipment currently not provided by church?	
<input type="checkbox"/>	Are rehearsals scheduled that will require Media presence?	
<input type="checkbox"/>	Will Media be able to support this event as requested?	
<input type="checkbox"/>	Will Media be able to support this event with modifications?	
<input type="checkbox"/>	Media will not be able to support this event	

Comments:

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