



# NEW HOPE CHURCH

*“Connecting People to Jesus and to Each Other”*

## SUBMISSION AND APPROVAL OF REQUEST FOR MEDIA SERVICES

Ministry:	<input type="text"/>	Contact Person:	<input type="text"/>
Event	<input type="text"/>	Phone Number:	<input type="text"/>
Date of Event:	<input type="text"/>	Email Address:	<input type="text"/>
Media Venues:	<input type="text"/>	Date Request Submitted	<input type="text"/>
		Project Due Date	<input type="text"/>

### Media Ministry:

The purpose of the Media Ministry is to centralize communication between ministries, members and the community, to connect people to Jesus and to each other. In order to accomplish this goal, we are prepared to provide ministries with several options (print, video, web, social media) to maximize publicity and encourage participation for their event (within the church walls and outside in the community).

### Guidelines:

- Requests flyers, video, posters and full media offerings, must be submitted at least 4 weeks prior to event. This will allow time for any editing required.
- All fields of the request form must be completed and submitted to the Church Office.
- All pictures must be submitted electronically to the Church Office will not scan photographs) and individuals in the picture should be identified.
- Select which multimedia option(s) you would like to utilize. (Note: editing is not available once your event has been posted/published.
- The Contact Person will review the final product and provide ministry approval.
- Notice will be sent to membership after approval by Pastor Humes of content and layout.

I have read and understand the above guidelines. My signature confirms my agreement to adhere to the guidelines completely.

Signature:

Date:

Media Services: Select services you are requesting			
Web Announcement	<input type="checkbox"/>	Video (Sanctuary)	<input type="checkbox"/>
Bulletin	<input type="checkbox"/>	Photographer	<input type="checkbox"/>
Marque	<input type="checkbox"/>	Request specific photos (i.e. children, youth etc.)	<input type="checkbox"/>
Social Media	<input type="checkbox"/>		
Flyers	<input type="checkbox"/>	Color Theme: <input type="text"/>	<input type="checkbox"/>

**What audience would you like informed of your event?**

**(Example: We would like members and friends in the community to participate in the golf outing; or we would like all new members to visit the Ministry Fair.)**

Place text for announcement below. If necessary, include itinerary of scheduled events and location.

Are you planning to promote your event in the church lobby?

If so, the Media Ministry will provide you with a plan for the best exposure. This will include how to present your materials, when to prepare your table, and when/how to staff your table

What is the main message that you would like to convey with your table set-up?

Are you submitting pictures?  (identify the individuals in the pictures.)

Request Approved by:

Date:

Assigned to:

To Submit: Download and email to: [newhopewayne@gmail.com](mailto:newhopewayne@gmail.com)