

Media Assistance Request

(Media Information)

Name of Requestor: _____

Telephone No.: () - _____

Location: ____ MLKing, Jr. ____ Westover Blvd.

Use	Location of Event	Date/Time
<input type="checkbox"/> Funeral <input type="checkbox"/> Concert <input type="checkbox"/> Conference <input type="checkbox"/> Taping (monologue) <input type="checkbox"/> Wedding <input type="checkbox"/> Other _____	<input type="checkbox"/> Sanctuary <input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Other _____	Date: _____ Time: _____
Deceased Status	Finished Media Information	Additional Request
Funeral(<i>deceased</i>) <input type="checkbox"/> Member <input type="checkbox"/> Non-Member	Should media be sold? <i>(i.e. if funeral, can media be sold to general public)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	*Media props needed: <input type="checkbox"/> Projection Screen <i>*If media to be presented, media ministry will need DVD or CD 72 hours prior to event.</i> <input type="checkbox"/> Projector
Funeral DVD Cost	Wedding DVD Cost	
<input type="checkbox"/> Member: \$0 3 Free \$10.00 each after 3 free <input type="checkbox"/> Non-Member: \$10.00 each	<input type="checkbox"/> Wedding: \$500.00 <input type="checkbox"/> Reception: \$200.00	
Funeral Audio Staffing Fee	Wedding Audio Staffing Fee	Concert/Conference/Taping/Other
<input type="checkbox"/> Member: \$0 <input type="checkbox"/> Non-Member: \$25.00 flat fee	<input type="checkbox"/> \$25hr	<input type="checkbox"/> \$25 hr <i>Note: All fees should be paid at least 3 days prior to event</i>

Signature/Date