

# MEDIA REQUEST FORM

Date Requested: \_\_\_\_\_

Event: \_\_\_\_\_

Ministry: \_\_\_\_\_

Chairperson(s): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_

<b>MEDIA PLAN</b>			
MEDIA	DATE TO RUN	DATE TO END	APPROXIMATE COST
Bulletin "The Teller"			
Newsletter "Radiance"			
Fliers			
Direct Mail			
Website			
Marquee (Venus 1500)			
Tickets or Invitations			
Newspaper/Television			
Other			

**Total Spent for Publicity:** \_\_\_\_\_

OFFICE USE ONLY: File location: \_\_\_\_\_

Date Completed: \_\_\_\_\_

By: \_\_\_\_\_

Pickup signature: \_\_\_\_\_

Date: \_\_\_\_\_