



Media Ministry: Coordination of Services

Your _____ event is scheduled for _____.

This is a courtesy reminder from Media Ministry to aid you in the coordination of services for this event. Please take the time to provide the following information about the above event. This form is to be turned into the head of media ministry no later than one and half months before the date of the event above.

Fliers: Please check one:

- ☐ ☐ I need fliers for this event. (*please complete the information in this section below*)
☐ ☐ I do not need fliers for this event.

Date(s): _____

Time(s): _____

Venue(s): _____ *please provide full address if offsite

Contact number(s): _____

Details about your flier (use this section to indicate you color preference, special symbol, special slogans, etc. that you would like to be included with the pictures. * If you would like pictures included in your flier, please submit an electronic copy of your picture to media@christcovenantchapel.org.

(See Other Side)

Covenant Soundz:

- ☐ ☐ I need the services of Covenant Soundz during this event (***please complete the information in this section below***)
☐ ☐ I do not need the services of Covenant Soundz during this event.

Select the services that you require and indicate the dates and times these services will be needed:

<input type="checkbox"/> Microphones and speakers	Date(s)_____	Time(s)_____
<input type="checkbox"/> Covenant Ambassadors	Date(s)_____	Time(s)_____
<input type="checkbox"/> Instrumentalists	Date(s)_____	Time(s)_____
<input type="checkbox"/> Audio Recording of Event	Date(s)_____	Time(s)_____
<input type="checkbox"/> Video Recording of Event	Date(s)_____	Time(s)_____
<input type="checkbox"/> Use of Projector	Date(s)_____	Time(s)_____