

**The River Church**

**Media Request Form**

\*Completion of this form and submission to the Executive Pastor is required at least two (2) weeks prior to requested announcement start date for review and approval. Please note completion and submission of this form does not guarantee approval. If and when approved, the Executive Pastor will submit to Media Leader.

**Ministry/Department:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ministry Leader/Contact Name** (*requested by*): \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Purpose of Media Request (Announcement via Reel)**

\_\_\_\_\_  
\_\_\_\_\_

**Date/Timeframe of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Content for Announcement (verbiage to maintain 30 second or less timeframe)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Graphics to Accompany Announcement** (check all that apply):  **Pictures**  **Music**  **Words (indicate in Content above)**  **Other:** \_\_\_\_\_  **Color Scheme:** \_\_\_\_\_

**Requested Timeframe to Run Announcement:** \_\_\_\_\_

*To be completed by Pastor*

Date Reviewed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*To be completed by Media*

Date Received: \_\_\_\_\_ Date Begin to Run: \_\_\_\_\_