

The River Church, Inc.

Marketing/Media Request Form

***Completion of this form and submission to the Executive Pastor is required at least 60 days prior to requested announcement start date for review.** Please note completion and submission of this form does not guarantee approval. If and when approved, the Executive Pastor will submit to Marketing/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 Marketing/Media

Date Received: _____ **Date Begin to Run:** _____

