

COMMUNICATIONS REQUEST FORM

Any ministry requesting an Announcement, Projection, Newsletter insert, or posting on FB/ website etc. MUST complete this form and return it to the Office Administrator per the deadlines stated below; PoP Administration is not responsible for missing or incomplete information. **Use the back of this form to share details about your announcements / temple talk or submit them via email to:**
poplaurie.hanson@gmail.com

Ministry : _____ Contact/Phone: _____

Communication Placement(s) & Dates to run: _____ Display Date(s) : _____

- **Announcements** (Inputs MUST be submitted by **5 business days** prior to display date.)
 - ___ Pre-Service Slides ___ Hardcopy Handouts
- **In-Service Announcement/ Temple Talk** (Service Time(s): _____)
Note: 'In-Service' announcements/temple talks require Pastors' approvals; presentations must be scheduled **10 business days** in advance to avoid conflicts/double-booking, especially videos)
 - **Equipment required:**
 - ___ Microphone(s) for Speaker(s), how many _____
 - ___ Microphone(s) for Musician(s), how many _____
 - ___ laptop or iPad to run show from altar area
 - **Projection in Sanctuary**
 - ___ A/V support needed; format of materials: _____
(e.g. Jpegs, Powerpoint, Mpegs, WMV, DVD, Flash drive, internet link etc.)
 - Person(s) who will provide the materials:

 - Person(s) who will be presenting materials:

 - Are you in need of a tech person to operate A/V for you? ___ Y ___ N
_____ is willing to be trained
- **Monitors in Narthex (or alternate gathering room)** (submit materials & name of person to be trained to run equipment, **5 business days** prior to date being used).
 - ___ A/V support needed, format of materials: _____
(e.g. Jpegs, Powerpoint, Mpegs, WMV, DVD, Flash drive, internet link etc.)
 - Person(s) who will provide the materials &/or be available to run materials:

- **Monthly Newsletter** (*Prints of Peace*; watch calendars for deadline; typically the 15th of the month prior)

Month of Insertion: _____

