



# MEDIA REQUEST FORM

(Name)

(Department)

(Date Requested)

(Deadline)

**Event Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Type of Media:**
- Video
  - Graphic
  - Info Screen
  - Life Together
  - Social Media
  - Sign/Banner
  - Website Changes
  - Other: \_\_\_\_\_

**Need Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All requests to be approved at the discretion of the Media Team.  
All request must be submitted no less than four weeks before deadline.  
Return form to Sam Carpenter and/or John Simpson's mailbox**