

Multi-Media Job Request Form

Multi-Media Tracking # _____
(For Multi-Media use only)

Please place this form in the Multi-Media mailbox with required signatures **30 business days prior to event.**

Please **PRINT**

Please indicate which ministry/area of service is needed by checking the appropriate box(es):

Audio Ministry Video Ministry Media Duplicating

Date Form Completed: _____ Your Name: _____

Ministry Name: _____ Ministry Team Leader: _____

CONTACT INFORMATION:

Phone: _____ Fax: _____ E-mail: _____ (Required)

Date(s) of Event: _____ Location: _____

Address of Event (if off-site): _____

Time of Event: _____ Is this event a New Life Ministries, Inc. event? Yes No

Please explain the services requested and purpose: _____

Please check all the boxes that apply for the specific services needed:

Audio Ministry

- Hand-Held Mic (Qty: _____)
 - Lapel Mics (Qty: _____)
 - Mic Stands (Qty: _____)
 - Play an Audio Track*
 - Record Event
 - Sound Technician
 - Other: _____
 - Sound Check:
- Time of Sound Check: _____
Date of Sound Check: _____

* Audio tracks (cassette tapes, CD's, etc) must be submitted seven (7) business days prior to event.

Video Ministry

- Edit a NLF Video
- Prepare a Commercial
- Lighting Technician
- Show a Video/PowerPoint
- Set-up a VCR/TV Monitor
- Video-Record Event
- Video Pulpit
- Ministry Pulpit
- Request Meeting to Discuss

Details of Request: _____

Your Ministry Team Leader's Signature: _____ Date: _____

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Date Form Received: _____ Approved / Disapproved: _____

Reason (if disapproved): _____