



MEDIA SERVICES REQUEST FORM

SUBMIT COMPLETED FORM TO PAM PICCOLO

DATE OF REQUEST: _____

DATE OF EVENT: _____

TIME OF EVENT: _____

DATE JOB NEEDED BY: _____

We are committed to providing the highest-quality services and solutions for projects we undertake. To ensure delivery on our promise it is important that **all requested be approved by a Director in order for work to begin**. Completion of the mandatory (*) and other project relevant fields ensures your request will be processed in a timely manner. When you request Media Team personnel to be present at non-KPC functions there will be a minimum cost involved.

Event/Job request for : _____

NAME OF MINISTRY

* Work requested by: _____

* Phone number? _____

* **Director Approval:** _____

Event/Job Name: _____

Event Location (if applicable): _____

Event/Job Description: _____

Media team support being requested

PowerPoint ____ Song Show ____ Video taping ____ Lights ____ Sound ____

Other specific needs _____

Estimated time involved _____

How is this job related to KPC? _____

IN HOUSE PRINT JOBS:

Paper size/type _____ Number of pages _____

Single sided _____ Two sided _____ Color ____ Black/white ____

Finished size _____ Other finishing requirements _____
(Staple/fold/trim)

Please have all the following information:

1. Any text must be submitted already edited and checked for spelling, sentence structure, etc.
2. Photographs and/or graphics should be of good quality. (No photocopies).
3. Printed items – be sure to specify finished size, paper quality and color, ink color.

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