

FIRST BAPTIST CHURCH

MEDIA REQUEST FORM

Complete all information and return to Min. Robyn Stroud (robyn.mars@yahoo.com) as soon as you have the date of your program/event at least one (1) month prior to the event.

We reserve the right to make suggestions and edit as needed.

Today's Date: _____

Name of event: _____

Time of event (most FBC Services begin at 3:00PM): _____

Event date: _____

Ministry sponsoring event: _____

Ministry Leader: _____

Who do we contact about this event?: _____

PREACHER: _____ THEME: _____

Contact Person _____

Home Number _____

Office Number _____

Cell Number _____

Email Address _____

Location of event (sanctuary/ parking lot/ fellowship hall): _____

*****Please make sure you have spoken to the Trustees regarding use of the property?*****

What is the event for? (service, fund raiser, funeral, wedding, etc.)

Type of Media (circle all that apply) _____

Letter

Postcard

Website posting

Banner

Flyer

Booklet

FaceBook posting

Other (be specific)

Any additional information we need to know:

For Office Use Only:	
Approved By	_____

If this event is not at the church, please provide an address and contact name and phone number for the location: