



VIDEO PROMO AND BROADCAST PRODUCTION

VPBP#110112

Name of Requester: Current Date:

Name of Ministry:

Contact #: ()

Purpose of Event / Request:

Amount Budgeted for this request: \$ Request is for SD HD

- | | | |
|--|---|--|
| Production | Time Length of Promo | To Run On |
| <input type="radio"/> Stock Footage | <input type="radio"/> 30 sec. | <input type="radio"/> Local Broadcast |
| <input type="radio"/> Off-site | <input type="radio"/> 60 sec. | <input type="radio"/> National Broadcast |
| <input type="radio"/> On-site | <input type="radio"/> 90 sec. | <input type="radio"/> Website |
| <input type="radio"/> Footage Supplied | <input type="radio"/> Other (approval needed) | <input type="radio"/> Sanctuary |

Expected Delivery Date:

Please provide detailed information. A story board is required for all video promos.(i.e., who, what, when, where, cost). Please contact the Media Department for story board template.

This form and all media required for the project must be submitted 30 days prior to its Expected Delivery Date on disk and a hardcopy must be provided. To submit photos, please do not staple or paper clips photos to anything.

OFFICE USE ONLY

APPROVALS:

DEPARTMENT HEAD: DATE REC'D

BUSINESS MANAGER: DATE REC'D

Forward Copies of Entire Package To:

- Media
- Cornerstone Coordinator
- Director
- Pastor's Office
- Requester