

NEW COVENANT BAPTIST CHURCH

Media Ministry – Service & Asset Request Form

POLICY GUIDELINES & REQUIREMENTS

- **Advance Notice:** Requests must be submitted at least **two (2) weeks prior** to the event. Late requests may not be accommodated.
- **Pastoral Approval:** All media, graphics, videos, and presentation materials require approval from Pastoral Leadership.
- **Copyright & Social Media Notice:** Copyrighted media (music, videos) must be cleared for public use. Copyright restrictions may prevent or mute content on church social media or livestreams.
- **File Submission:** All final audio/video files must be supplied at least **5 days before** the scheduled event.

1. REQUESTOR INFORMATION

Full Name *

Ministry / Organization *

Email Address *

Phone Number *

2. EVENT & SERVICE DETAILS

Event / Program Title *

Event Date *

Start / End Time *

Location / Venue Room *

Type of Event *

Sunday Worship Service

3. MEDIA & TECHNICAL REQUIREMENTS

☒ Microphones (Qty)

☒ Special Audio / Music

☒ Scripture / Slides

☒ Video Playback

☒ Livestream / Recording

☒ Stage Lighting

☒ PowerPoint Presentation

☒ Custom Tech Request

4. SPECIFIC MEDIA ASSETS PROVIDED

Music / Audio Tracks (Title & Artist)

Video Clips / Slides / Graphics

Scripture References & Special Instructions

5. ACKNOWLEDGMENT & DIGITAL SIGN-OFF

☒ I confirm that this request is submitted at least 2 weeks in advance, media assets comply with copyright standards, and content is subject to pastoral approval.

Digital Signature (Typed Full Name) *

Date Submitted *

[Click Here to Submit Form via Email](#)

Or save the filled PDF and email it directly to: newcovenantbc2315@wi.rr.com or administrator@newcovenantbcmke.com

FOR MEDIA TEAM & PASTORAL USE ONLY

Date Received:

Pastoral Approval:

Lead Tech Assigned: