

Reid Temple A.M.E. Church – VIDEO ANNOUNCEMENT (VA)

“Let all things be done decent and in order.” I CORINTHIANS 14:40

Requires 20 business days (4 weeks) to create prior to the Sunday the announcement is to be shown.

Date of Request:		Ministry/Organization:	
Name of Requestor (POC):		POC Daytime Phone:	
POC Email:		POC Evening Phone:	
Date(s) for Video Announcement to be Shown: <i>(List dates, Sundays only.)</i>			
Special Instructions:			
<input type="checkbox"/>	EVENT ANNOUNCEMENT		
Event Title:			
Date(s) of Event:		Time(s) of Event:	
Location of Event:			
Target Audience:			
Announcement Title:			
Concept to Communicate to Target Audience: <i>(Submit draft script below - must be within 30 seconds - 45 words or less.)</i>			
Additional Hard or Electronic Copy of Information Attached? Please <u>do not</u> submit a .pdf or .jpg		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Approved By Ministry Head:		Date:	
Approved By Commissioner (Required):		Date:	
Approved By Ministry Office of Operations:		Date:	

All video announcements must be submitted electronically to requestforms@reidtemple.org