

**Reid Temple A.M.E. Church – DIGITAL PRESENTATION (DP)**

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

**Requires 3 business days 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 Announcement to be Shown: <i>(List dates, Sundays only.)</i>			
Special Instructions:			
<input type="checkbox"/> <b>EVENT ANNOUNCEMENT</b>			
Event Title:			
Date(s) of Event:		Time(s) of Event:	
Location of Event:			
Brief Event Description: <i>(Fifteen words or less please. Highlight important information only.)</i>			
<input type="checkbox"/> <b>GENERAL ANNOUNCEMENT</b>			
Announcement Title:			
Announcement: <i>(Twenty words or less please. Highlight important information only.)</i>			
Additional Hard or Electronic Copy of Information Attached?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>OPTIONAL: You may submit your custom .ppt slide along with this form. Please <b>do not</b> submit a .pdf or .jpg</i>			
Approved By Ministry Head:		Date:	
Approved By Commissioner <b>(Required):</b>		Date:	
Approved By Ministry Office of Operations <b>(Required):</b>		Date:	

All digital presentations request forms must be submitted electronically to [requestforms@reidtemple.org](mailto:requestforms@reidtemple.org)