

Hamilton Baptist Church

MEDIA NEEDS FORM

Name _____ Ministry _____ Date _____
Email _____ Phone _____ *Please return this form to Allyn.*

PLEASE ANSWER THE QUESTIONS BELOW:

What is the date, time, and location of your event? _____

Is there a fee for attendees? Yes No Cost? _____

Have you turned in a reservation form to the church administrator? Yes No

Is this a recurring event? Yes No If so, frequency? _____

PLEASE MARK WHICH OF THE FOLLOWING MEDIA NEEDS YOU MAY HAVE:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Midweek Announcement | <input type="checkbox"/> Bound materials | <input type="checkbox"/> Video editing | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> QR Code | <input type="checkbox"/> Larger print request | <input type="checkbox"/> Photo editing | <input type="checkbox"/> Timeline for advertising campaign |
| <input type="checkbox"/> Poster | <input type="checkbox"/> Smaller print request | <input type="checkbox"/> Sign-up sheet/form | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Handout flyer | <input type="checkbox"/> Website announcement | <input type="checkbox"/> Special email | _____ |
| <input type="checkbox"/> Lamination | <input type="checkbox"/> Google Form | <input type="checkbox"/> Announcement slide | _____ |

Tell me, in a few words, your vision below!

PLEASE BE AWARE OF THE RELEVANT DATES & INFO BELOW:

- Together, we will need to create a custom advertising timeline for each individual event. For example, if an event is 6 months away, we will discuss the frequency and duration of Midweek and other promotion materials in the time leading up to the event.
- **For Midweek announcements or special emails, submit request by 4pm that Tuesday.**
- For sign-up sheets or Google Forms, submit request *1 week prior* to when you want to begin advertising.
- **For posters, QR codes, or handout flyers, submit request *1 week prior* to when you want to begin advertising.**
- For PowerPoint, video, or photo presentations, submit request *2 weeks prior* to when you want to receive it.
- **For larger or special print requests, submit request *2 weeks prior* to when you want to receive it, if possible.**

IF YOUR EVENT HAS A CHILDREN'S MINISTRY-RELATED NEED, OR IF YOU HAVE OTHER QUESTIONS, PLEASE CONTACT ALLYN AT ABOCK@HAMILTONBAPTIST.COM. THANK YOU!