

Media Event Request Form

This form should be used for any event which will be held at Circleville First Baptist Church. By using this form, a media technician will be present at you event to operate the media equipment and provide the necessary support.

To ensure we can provide the necessary equipment and staff, we ask that you please provide at least two weeks notice. Once we receive your request, a member of the media team will contact you to finalize the details of your event. We are pleased to be able to assist you with your event. If you have any questions about scheduling your event or completing his form, please contact -

Craig Belknap – cwbelknap75@yahoo.com

Juanita Hudson – jo_hudson64@yahoo.com

Carla Sicka – ceu308@gmail.com

Information

Your Name		Event Start Time	
E-Mail		Event End Time	
Phone Number		Event Location	
Event Date / Days Needed		Expected Attendance	

Event Type/ Style : (Mark all that apply)

Wedding		Fellowship Meal	
Worship Service		Drama / Musical	
Music Presentation/ Concert		Speaker / Presentation	
Banquet		Other	

Ministry Group : (Mark all that apply)

Discipleship Ministry		Men's Ministry	
Youth Ministry		Women's Ministry	
Children's Ministry		Other (specify)	
Sunday School/Fellowship Groups		Personal / Community Event	

Please Check All Equipment Needed

Microphone		Laptop Computer	
Amplification of Instruments		Audio Recording of Your Event	
Screen /Projector with Laptop Connection		Screen /Projector with DVD Connection	

Please provide an overview of your event. Specific details will be helpful in planning for your event. If applicable, please include the number of microphones needed and/or instruments that will be part of your event.

