



**EBENEZER**  
AME CHURCH

## MEDIA ANNOUNCEMENT

### REQUESTOR'S INFO

Requesting Department: \_\_\_\_\_

Requestor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Target Audience: \_\_\_\_\_

### Please select from the media announcement options below:

**Calling Post:**

Form due five business days prior to run date.

Recorded announcements should be no more than one (1) minute in length.

Desired Run Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**E-mail Blast:**

Form due 1 month prior to the special event date.

Desired Run Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**FYI (Video):**

Form due by noon on Tuesdays to run on the following Sunday.

Recorded announcements should be no more than one (1) minute in length.

Should your request require a special production (i.e. off-site recordings, staged skits, video shoots, etc.) please indicate in the box below.

Desired Run Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**Web Registration:**

Form due 3 months prior to the special event date.

Desired Run Month: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**Website Ads/Promo:**

Form due 1 month prior to the special event date.

Desired Run Date: \_\_\_\_\_ Start: \_\_\_\_\_ End: \_\_\_\_\_

**Announcements:**

If using multiple options, please specify the option (i.e., phone tree, website, FYI, etc.) along with the announcement. Please type or print your announcement(s) below. Information should be brief yet specific.

**Department Head Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Special Requests:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_