



VIDEO Promotion Request Form

Use this form for: Video presentation that will include yourself and/or others in the production

IMPORTANT – PLEASE READ BEFORE FILLING OUT FORM:

1. This request is to be used for any ministry leader wanting to show a promotional video during our Sunday Services to highlight a specific upcoming ministry event. Video production will include yourself and/or others.
2. All videos are shown twice only - two weeks prior to the event.*
3. This application needs to be approved by Administrative staff. After review, we will contact you if it's approved.
4. Candlelight requests at least (4) weeks prior notice for all video production.
5. After you complete this form, please return it to Darla Erickson.

Today's Date: _____

Last Name: _____

First Name: _____

Ministry: _____

Phone #: _____

Cell #: _____

Email: _____

Please answer questions below:

*Two dates you wish to show the video? 1st video: _____ 2nd Video: _____

Are you a member of Candlelight: Yes No

Who will be in the video? _____

Please provide a detailed description of the content for this video:

Comments:

DISCLAIMER: *Once your request is approved, every effort will be made to produce the video to your specifications by the date requested. If the project runs into unexpected difficulties, or in the event that another video request takes priority over yours, we reserve the right to make necessary adjustments to production schedules.*

-----Official Use Only-----

Received By: _____

Date Received: _____

Approved By: _____

Date Approved: _____

Not Approved By: _____

Date Not Approved: _____

Reason Not Approved: _____