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| Media Ministry Announcement Form |

1. Please fill out the form below to ensure your ministry’s upcoming event is accurately displayed in the VIDEO ANNOUCEMENTS, and WEEKLY EMAIL NEWSLETTER.
2. Please email any images you would like included for your event.
3. **Email is completed form (90 days prior to event) to** [info@myimpactchurch.org](mailto:info@myimpactchurch.org) **&** [michelle@myimpactchurch.org](mailto:michelle@myimpactchurch.org). Using this address will get your information to all the people necessary for the weekly email newsletter and the video announcements.

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| Event Information | | | |
| Name of Event: |  | | |
| Date of Event: |  | Time of Event: |  |
| Location of Event: |  | | |
| If at Impact –  Room/Space Requested |  | # of Participants  Expected |  |
| Cost to Participant: | $ | Registration Deadline: |  |
| Any other details needed for announcements: | | | |
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| Other: | | | |
| Who will be taking pictures/video? |  | Photographer Phone # |  |
| Need Sign up Genius? |  |  |  |
| Note: Pictures and/or Video must be sent to [media@myimpactchurch.org](mailto:media@myimpactchurch.org) & [info@myimpactchurch.org](mailto:info@myimpactchurch.org) by 5:00pm of the day following the event | | | |

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| Ministry Leader and Contact Person:  (Include email address or phone # to be published for questions…) | | | |
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| Ministry Name: |  | Dated Submitted |  |