

CFM TV VIDEO MINISTRY SPECIAL EVENT REQUEST FORM

We Reserve the Right to Modify This Form At Anytime Without Notice

The Request Form must be filled out completely. Uncompleted forms will automatically be returned to you for completion. Upon completion the request will be acknowledged. Please print legible so that the form can be read. CFM TV will strive to fulfill your request and record your event. At this time it is requested that you submit all requests at least 4 weeks in advance of the event to be recorded. This 4 week advance notice is subject to change without notice due personal demands that are placed upon our department staff. Please do remember that all event requests are subject to availability of having sufficient CFM TV Staff members to record the event. Every CFM TV Staff member is a volunteer. The CFM TV Staff has a commitment to serve Christ, as well as ensuring that their family, personal lives, work and school schedules are fulfilled. We will seek volunteers for those dates that you desire to have recorded outside of Sunday – Such as Saturday or Mid-Week events. **(NOTE: If you would like to volunteer to work in Video Department It would be appreciated)** We shall make the system fair to all departments, yet please note that **our first priority** is that we have is to ensure that CFM's Sunday's Service and Monday Night Manna's live events are recorded.

All events will be approved or denied within a reasonable amount of time. We will not allow you to wait long for an answer. So it is important that you fill out the request form and return it ASAP. It is never too early to fill out and submit a request form.

We do asked that you provide the department with an EVENTS SCHEDULE IF AVAILABLE

PLEASE NOTE ----There is no charge (\$\$) for CFM Members requesting an In-House Special Event

All Special Event Recording's are subject to final approval.

Michael Stephens, and Cynthia Whiteman are the Special Event Liaison Personnel responsible for handling these events. Please submit your Special Event Request form to them.

Thank You and May God Bless You!

Respectfully Submitted,

Greg Chappelle

CFM TV Ministries

CFM TV VIDEO MINISTRY SPECIAL EVENT REQUEST FORM

We Reserve the Right to Modify This Form At Anytime Without Notice

Please Print Clearly and Fill Out Each Line as Requested:

Today's Date _____ DAY Of Special Event _____

Department Leader Name _____

Department Requesting Event _____

Contact Phone Number _____

Name of Event _____

Location of Event _____ Start Time _____ End Time _____

Purpose of Event _____

Do You Plan to Sell DVD's of the Event _____

Is Live Music Being Recorded _____

PLEASE NOTE: All events are subject to CFM TV Staff Availability.

WE DO REQUIRE THAT YOU SUBMIT YOUR REQUEST AT LEAST 4 WEEKS IN ADVANCE OF YOUR EVENT!

This does not include any kind of editing of the final product.

Do Not Write Below This Line – Internal Office Use Only

Date Request Received _____ Dated Reviewed _____

Number of People needed for Special Event _____

Approved _____ Denied _____ If Request is Denied WHY??? _____

Michael Stephens: _____ Date: _____

Cynthia Whiteman: _____ Date: _____

Greg Chappelle: _____ Date: _____