

REQUEST FORM  
VIDEO ANNOUNCEMENT

REQUEST DATE:

\_\_\_\_\_

Date of announcement: \_\_\_\_\_

Organization: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tools: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Script: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Song: \_\_\_\_\_

\_\_\_\_\_

Participants/Volunteers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of filming: \_\_\_\_\_

Additional notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Announcements should be no more than 1-2 minutes long.

The request form should be turned in a week before the Sunday the announcement is to be made.

Contact peron and Info: \_\_\_\_\_

Approved by: \_\_\_\_\_