

# COMMUNICATIONS REQUEST

## VIDEO/PHOTO FORM:

 Complete this form and give it to the Communications team at least 10-12 weeks before the requested due date. Also, make sure to schedule a meeting immediately after submitting this form to discuss further plans.  
**WARNING: Anything later than the timeframe listed might not be completed.**

Project Title: \_\_\_\_\_

**PROJECT DUE DATE:** \_\_\_\_\_

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

Rooms Used (or off-site location) : \_\_\_\_\_

Are your rooms reserved yet? A room reservation form must be turned in **BEFORE** this form is completed.

Ministry Contact Info (Name, Email, and Phone): \_\_\_\_\_

## PROJECT TYPE:

 Please check which project type you're envisioning for this piece. If what you're looking for is not listed below, please provide a detailed description on the back of this form about what you're envisioning.  
**WARNING: Send Bri or Renae at least 2-4 examples of what you're envisioning as inspiration.**

Recap: \_\_\_\_\_

A series of short clips edited into a sequence layered with music and a few graphics. No interviews included and less than 2 minutes. **If this features an event, please fill out additional info on the back.**

Informative Promo: \_\_\_\_\_

Similar to weekend announcement videos, informative promos are generally less than 2 minutes long, layered with music and multiple graphics w/text. What makes these unique, though, is the fact that they typically feature one or more spokesperson(s). **If your project requires a spokesperson other than yourself, please provide their contact information on the back.**

Feature Story: \_\_\_\_\_

Feature stories are longer videos that generally focus on one person's (or multiple people's) testimony or life story. They're layered with music and additional footage (B-Roll) that pertain to their story. These stories typically require sit-down interviews, and multiple days of gathering footage. **These take time in order to be executed well, so please plan accordingly.** With this in mind, feature stories **MUST** be good stories that connect back to CCC. Yes, we love hearing about your daughter who memorized her first bible verse in AWANA, but we probably won't do a story on it. If she overcame a brain injury that made it difficult for her to remember things by memorizing bible verses in AWANA, then YES - we would definitely do a story on her.

Event Photography: \_\_\_\_\_

A multitude of photos highlighting a CCC event with a variety of shots and angles used for social media, design, video, etc. **These photos MUST have a purpose - NOT for personal use or for fun.**



**Make sure the front of this form is filled out before this page is completed.**

Please provide a brief description of your project request.

**Feature Stories and Informative Promos ONLY:**

Please list the contact information for interview source(s) or spokesperson(s) here:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Projects related to Event Promotion ONLY:**

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Event Name: \_\_\_\_\_

Rooms Used (or off-site location) : \_\_\_\_\_

**Are your rooms reserved yet? A room reservation form must be turned in BEFORE this form is completed.**

Ministry Contact: \_\_\_\_\_

In order to connect back to CCC, please choose which category this project falls under:

- |                    |                        |                |              |
|--------------------|------------------------|----------------|--------------|
| Life Group _____   | Women's Ministry _____ | Missions _____ | Other: _____ |
| Kingdom Kids _____ | Men's Ministry _____   | Care _____     |              |
| kidcity _____      | Young Adults _____     | Students _____ |              |