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Event Multimedia Request

(Form must be turned in **two weeks** prior to the event)
Funeral Exceptions Only: Two days prior to Homegoing Service

Event: _____

Date of Event: _____ Time of Event: _____

Contact Person (Primary)

Contact Person (Secondary)

Name:	Name:
Mailing Address:	Mailing Address:
Home No:	Home No:
Cell Phone:	Cell Phone:
E-Mail:	E-Mail:

Rehearsal Date: _____ Time: _____

Audio

- Number of Microphones Required: _____
- Client Provided Musicians: Pianist Organist Percussionist
 Other: _____
- Bethany Christian Church Musicians: Pianist Organist Percussionist
 Other: _____
- Client Provided CD's:
 Song: _____
 Song: _____
 Song: _____
- Revelation Multi-Media Ministry Provided Music (from client's song list):
 Artist: _____ Song: _____
 Artist: _____ Song: _____
 Artist: _____ Song: _____

Video

- DVD Player: _____ (client provided DVD)
- * Please provide photos for video display on a DVD (individual photos can be taken to Walgreens, Wal-Mart, CVS or any other retailer with in-store photo processing services).

Record Event

- CD only DVD only CD and DVD

Revelation Multi-Media Ministry:

- PowerPoint Presentation / Media Shout Video Display

<i>Revelation Multi-Media Ministry Design</i>	<input type="checkbox"/>	<i>Client Design</i>	<input type="checkbox"/>
Outline or script provided	<input type="checkbox"/>	Outline or script provided	<input type="checkbox"/>
Number of slides required		Number of slides presented	
Graphics and/or photos (client provided*)	<input type="checkbox"/>	Graphics / photos included	<input type="checkbox"/>
Layout: (RMM Graphic Design Team Notes)		Layout: (RMM Graphic Design Team Notes)	
Media Clips (video and/or sound) (client provided)	<input type="checkbox"/>	Media Clips (video and/or sound)	<input type="checkbox"/>
Custom animation/transitions required	<input type="checkbox"/>	Custom animation/transitions included	<input type="checkbox"/>
Additional Notes:			

*Please provide photos as a .jpg file

Other Audio-Visual or Equipment Requirements:

RMM Received: _____ Date: _____

RMM Completed: _____ Date: _____

Contact the Revelation Multimedia Ministry directly at multimedia@bethanychristianchurch-doc.org.