

Request Form
MMBC Visual Ministry

Ministry/Organization: _____ Date Submitted: _____

Contact Person: _____ Title: _____

Day/Date of Activity: _____

Start Time: _____ End Time: _____

Church-related activity: Yes or No Explain: _____

Wi-Fi Needed? (internet): Yes or No Explain: _____

Services needed: (please explain legibly in full detail)

Sanctuary Monitors Lower Auditorium Monitor LCD Projector/Screen

Other/Notes: _____

Instructions:

1. Submit your presentation via flash drive or email attachment (mtmoriah@mountmoriahchurch.org) of the actual PowerPoint file to be run from our laptop, or the actual DVD to be run from the DVD Player-not the computer, for prior review **48 hours prior** to showing (**Monday-Friday—no Saturday or Sunday submissions will be accepted**)
2. Approved PowerPoint Slides **to be run for Sunday morning worship services** must be received via flash drive or email attachment no later than **Wednesday at 12 noon** each week.

Office Use Only

Note: Use of the Sanctuary must be approved by Pastor Dalton

_____ Not Approved (explanation): _____

_____ **Office of the Senior Pastor Initial/Date** _____ **Trustee Ministry Initial/Date**