

Video Project Authorization



Due to the ongoing production of our Overcomers broadcast, we ask that you complete this form for scheduling purposes. We also ask that you secure departmental approval from your ministry oversight, and turn in this form to the office of the Communications Director in a timely fashion. Your request must be in and approved at least eight weeks in advance of your scheduled activity.

project _____

requestor _____ department _____

daytime ph _____ fax number _____

date of event _____ today's date _____

description
of event _____

videotape event, only produce spot & air, only both

budgeted amount for project _____

project & budget approved by _____

department head or oversight date _____

request received & approved _____

communications director date _____

Communications Director

action(s) _____

taken & dates _____

notes: _____