

MCBC NEWS REQUEST FORM

This form is used to request spots on MCBC News. Please complete electronically and forward to your division director via email for approval and submission to the MCBC News production team. **All forms must be submitted to the MCBC News production team via your division director or at least 30 days prior to the desired run date for your MCBC News Spot.**

What: *Please include the proper name of the event and a description of the event.*

When: *Please provide the exact date(s) and time(s) for the event including any sign up deadlines.*

Where: *Please provide the exact location(s) for your event including campus and room numbers. ALSO please provide sign up locations if applicable.*

Who/How: *Please provide contact information for the event including NAME, PHONE NUMBER, EMAIL, ADDRESS, etc.*

Why: *Please provide any information regarding the ministry intent for the event (i.e. scholarship fundraiser).*

Additional Information: *Please provide any addition electronic collateral such as flyers, photos, and video through your division director.*

Please note that the timing and artistic direction of your MCBC News spot is the responsibility and at the discretion of the MCBC News production team. The team will consider all input but retains final deciding authority for any spots run on the MCBC News.