

Video Announcement Guidelines

If you are requesting a **Videotaped Announcement**, please read the important guidelines below.

- Please send your request to newtmediaministry@att.net. at least **two** weeks prior to your desired run date. Your request will be reviewed and you will be contacted with your scheduled time slot for taping.
- Please arrive 10 minutes prior to your scheduled time.
- Please submit a script along with your request for a video announcement.
- If you are late for your scheduled time slot, you may have to wait until the other announcements are taped.
- Please allow 15-20 minutes to complete your announcement.
- Please rehearse/ practice your announcement prior to arriving for your taping.
- If you need special props for your announcement please bring them with you.
- Please wear dark clothing as lighter colors may blend into the background. **Do not wear green.**
- The video announcement ministry reserves the right to edit/change any announcements submitted. Your announcement should be no longer than 1 minute in length.
- Your announcement must have a direct relationship to the New Testament Church of Milwaukee.
- Your announcement must not have the intention of any personal financial gain directly or indirectly.
- Your announcement must be for the purpose of edification, education and or evangelization as it relates to the New Testament Church of Milwaukee.

Thank you so much for allow us the opportunity to serve you. Your compliance to these guidelines is greatly appreciated.

If you have any questions regarding scheduling your video announcement, please feel free to contact Dorothy Valentine at (414) 423-7121.

**In His Service – Video Announcement Ministry,
Minister Joe Malone**

Thank you for your request for a video announcement. Please provide the following information below: ***name, home/cell phone number and an e-mail of the contact person for this announcement***. Please send your request to newtmediaministry@att.net. Your request will be reviewed and a confirmation letter will be sent to you.

Date Submitted _____

Requestor's Name _____

Contact Person _____

Contact Person's E-Mail Address _____

Home Phone _____

Cell Phone _____

Due Date for Announcement _____

Names of Persons in Video _____

If you have questions regarding scheduling your video announcement, please contact Dorothy Valentine at (414) 423-7121.

Please attach script to the submitted request.

In His Service,

Minister Joe Malone