

Annual Conference Media Request

This form must be completed for any media to be used before, during or after a presentation at Annual Conference. If this form is not received and approved, the production crew for Annual Conference reserves the right to deny use of media at Annual Conference.

Upon receipt of your Presentation Media Request, it will be reviewed to ensure that the appropriate file formats have been submitted, that files are not corrupt and that all necessary scripts, etc. are included. If your request is granted you will receive confirmation and a copy of your approved form. If your request is not granted you will receive notification of why your request was denied.

Name of Board, Agency or Committee: _____

Contact Person: _____

Contact Information:

Phone: (____) ____-____ Best time to contact: morning afternoon evening

Email Address: _____

Mailing Address: _____, City: _____, State: __ Zip Code: _____

Media Requirements:

PowerPoint (PPT)

- must be formatted in 16x9 ratio (widescreen format)
- must not include embedded audio, video, or timings
- must be submitted along with a script detailing when slides are to be progressed during the presentation

Video

- Must be submitted as a playable video file (.mov, .mp4), not a link to a video hosted online
- Must be purchased by EPAUMC in accordance with the CVLI License Agreement
- A script detailing when video clip is to be played must be included in submission (e.g. on a particular cue, before presentation, during presentation after a particular slide, or after presentation)

Audio/Sound Clip

- Must be purchased by EPAUMC in accordance with the CCLI License Agreement
- A script detailing when audio is to be played must be included in submission (e.g. before presentation, during presentation, after presentation)

Media to be Purchased/Obtained by EPAUMC

Video

Title: _____
Production Company: _____
Length of Clip: _____:_____;_____

Description of Clip: _____

Covered by CVLI/Screenvue? Yes No

Audio/Sound Clip

Title of Song: _____
Author(s): _____
Copyright Owner: _____
Copyright Year: _____
Covered by CCLI? Yes No

Submission (Due by April 23, 2018)

- **Email** – Email complete submission (including form, scripts, media, etc.) to lcotman@epaumc.org, subject: 2018 AC Media Submission
- **Mailed CD or DVD** – Mail complete submissions (including form, scripts, media, etc.) to Lindsey Cotman, Eastern Pennsylvania Conference, P.O. Box 820, Valley Forge, PA 19482.

Office Use Only:

Submission Received: _____ Submission Complete: Yes No

Contact made to complete submission on: _____

Approved Denied, on grounds of _____