

Audio – Visual Guidelines

Due to the numerous requests made during the year 2021, the A/V Ministry will be implementing new guidelines for all A/V services. **ALL requested must be submitted in writing via email or fillable form located on the church's website under resources tab.**

Our email: avministry856@gmail.com

Zoom meeting request form: [CBC Zoom Meeting Form](#)

Services we offer:

- Create promotional flyers for requested events
- Create and or manage virtual meetings (zoom) for the church purposes
- Promote events on the church's website and social media (Facebook)
- Additional visual aids to exclude normal Sunday service operations
- Executing streaming of live meetings, events, and service
- Assistant with technical aspects of requested special events (conferences, weddings, funerals, concerts, plays, etc.)
- All website requests (additions, edits, and promotion)
- Record any in-person events on DVD
- Specialty Projects (brochures, presentations, commemorative videos, etc.)

Special Events:

Special events services must be requested as soon as possible to give A/V Ministry members ample time to meet your request. Once notifying the church and/or secretary of the request please email us ALL services needed for your event. This will include but is not limited to flyers, streaming, promotion, and in-person staff.

Timeline for request:

- Flyer requests must be turned in 2 weeks prior to the date of the event
- Virtual meeting requests must be turned in 1 week prior to the day of the meeting
- Promotion requests must be turned in 1 week prior to the date of the event
- Special event requests must be turned in as soon as possible for best results