



# The Center for Positive Living

## Production Request Form

This form is intended for CPL members and non-members to communicate production requests to the **Production Manager** for the *operations* of The Center. Please complete and put in the Production door pocket. The Minister has final approval for any submissions.

Date: \_\_\_\_\_

### Production Manager

- \_\_\_ **Announcement Submissions**
- \_\_\_ **Bulletin Board Submissions**
- \_\_\_ Calendar Postings
- \_\_\_ Camera Check Out
- \_\_\_ CD Copies

- \_\_\_ Gallery
- \_\_\_ Movie Rental Hold
- \_\_\_ **Facility Rental Request Submissions**
- \_\_\_ Video Recorder Check Out
- \_\_\_ Other \_\_\_\_\_

**Supporting Information:** (instructions etc.)

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\* Drop off, email or fax Announcement submissions to the CPL Production Manager. Announcement submissions need to be in by Tuesday of each week.

Email: [CPLProduction@bellsouth.net](mailto:CPLProduction@bellsouth.net), Fax: 903.824.6873, Phone: 904.825.3600

Request by: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_