

# COMMUNICATIONS DEPARTMENT

## MEDIA CREDENTIAL REQUEST FORM

### Alfred Street Baptist Church

Since 1803

**As a general rule, credentials to Alfred Street Baptist Church events will be issued to working print, radio, television and Internet journalists covering our events or worship services. Access for freelancers, amateurs, bloggers and others not affiliated with recognized media outlets will be considered on an individual basis. Alfred Street Baptist Church reserves the right to refuse any credential request.**

NAME (person using credential)

\_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

MEDIA OUTLET \_\_\_\_\_

CHECK TYPE OF MEDIA Print: \_\_\_\_\_ Radio: \_\_\_\_\_ TV: \_\_\_\_\_ Internet: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CHECK YOUR JOB DUTY Reporter: \_\_\_\_\_ Photographer: \_\_\_\_\_ Broadcaster: \_\_\_\_\_ Blogger: \_\_\_\_\_

Credential Pickup - Please check in with the communications manager or the visitor desk on the day of the event and a Photo ID will be required.

Work Sample - Applicants may be required to submit a valid work sample in order to receive credentials.

Credential Abuse - Only accredited working media members will be issued credentials. They will not be issued to those accompanying you, such as spouses, girlfriends, children or other guests. As a professional member of the media, please respect this.

Seating – Workspace may be assigned to you upon arrival.

**We are happy to help coordinate any special interview requests you have.**

Professional Conduct - We ask that you maintain professional conduct at all times and violates of this policy will not be tolerated and will be asked to leave the premises.

Please submit completed application to:

**Carla Welborn**

Manager, Communications [cwelborn@alfredstreet.org](mailto:cwelborn@alfredstreet.org) 703.683.2222 ext. 8238 or cell 703.863.5477 or text.