

# Exhibit B - Media Ministry Event Timeline



**Please note the following:**

- **Any pictures submitted to media for viewing during an event must be in an electronic format (jpeg, zip drive, powerpoint, or emailed to [media@mtpleasantch.org](mailto:media@mtpleasantch.org)). DVD's may not work with our system. Submit videos well ahead of time to avoid disappointment.**
- **If you are bringing in any outside equipment to be connected to our system, media must be notified prior to the event.**
- **Remember that there is a charge for any events recorded or duplicated by media.**