

Catholic Diocese of Columbus

Office of Religious Education and Catechesis
AV MEDIA REQUEST FORM

Voice 614-221-4633
1-800-688-4641

FAX 614-241-2563
e-mail avmedia@cdeducation.org
Internet www.cdeducation.org/avmedia/request.html

Contact Person MARY SMITH	Parish/School ST. JOSEPH
Phone # 740-123-4567	City OBETZ
FAX # OPTIONAL	e-mail address OPTIONAL

Catalog #	Video Name	To Be Used For (please circle)
VTE 1549	GRANDMA'S BREAD	PSR School Sac. Prep Pre-School RCIA Adult Youth Min CatecheTrain Prison Min Preview Minister Train Video Review Other:
VTE 1001	ECHOES OF FAITH TAPE 1 CATECHIST	PSR School Sac. Prep Pre-School RCIA Adult Youth Min CatecheTrain Prison Min Preview Minister Train Video Review Other:
VTE 1654	ANGEL'S LENTEN LESSON	PSR School Sac. Prep Pre-School RCIA Adult Youth Min CatecheTrain Prison Min Preview Minister Train Video Review Other:

NOTE: * We will mail out USPS. You are responsible for mailing back by return date

COMPLETE THIS FOR PICK UP ▼		OR THIS FOR USPS ▼
If videos will be picked up:		If videos will be shipped USPS:
Date of pick-up: <u>March 5</u>		Date must have by: <u>March 5</u>
Date of return: <u>March 12</u>		Date of return: <u>March 12</u>
Name of pick-up contact _____	DEPARTMENT USE ONLY	
	Date Out _____	DEPARTMENT USE ONLY
	Call Tag Date _____	<i>If Video Not Available</i>
	Date of Return _____	Phone Call Results _____
		Date info to consultant _____

Please be prepared with the above information when you leave a voice mail message or e-mail request. Please duplicate and complete this form if you are mailing or faxing your request. Orders may take up to 2 business days to process

Thank You!