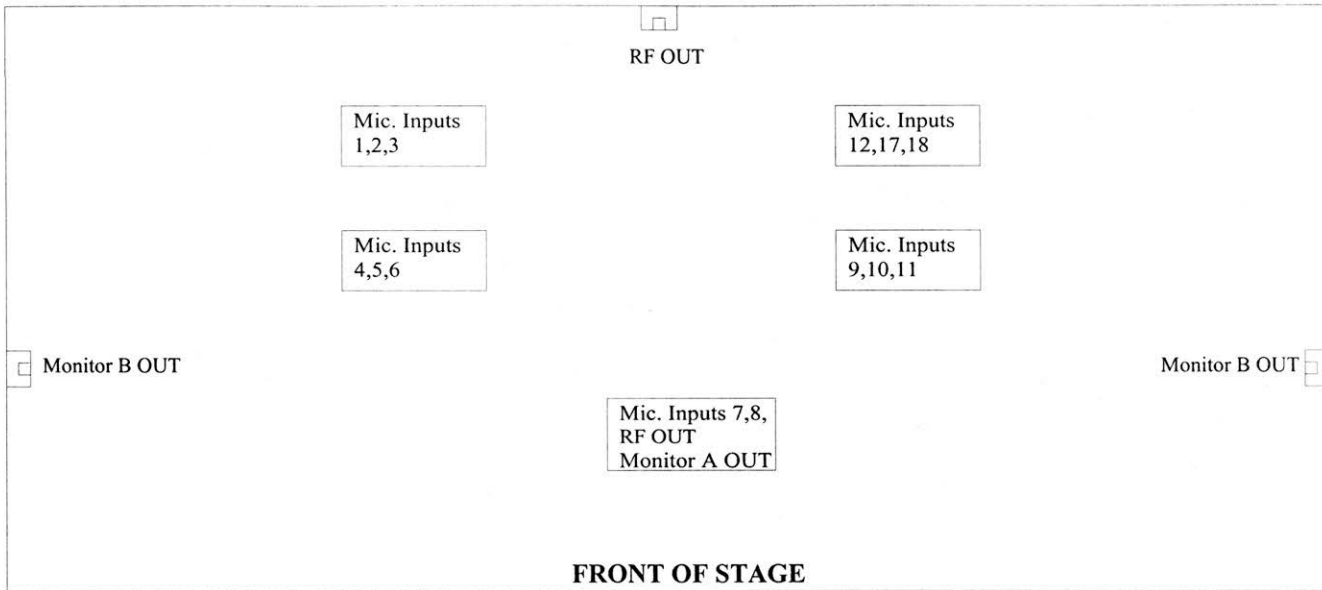


Ministry Center Audio/Video Setup Request

Original Request
 Adjusted Request

Date _____



- EQUIPMENT REQUEST**
- Hand Held Wireless Microphone
 - Clip On Wireless Microphone
 - Floor Microphone #1
 - Floor Microphone #2
 - Floor Microphone #3
 - CD Player
 - Tape Player or Recorder
 - Monitor A or B*
 - Podium
 - Video Projector
 - Laptop Computer
 - VCR
 - 6' x 6' Screen
 - 10' x 10' Screen
 - DVD Player
 - Other AV Equipment (Please Specify)

Is Audio/Video technician needed during event? ___Yes ___No
 If yes, specify times and duties. _____

If no and portable video equipment is being used (laptop, VCR, projector, DVD player), who is the care-trained user? _____

Event/Service: _____

Date _____, Time _____ Contact Person _____

Rehearsal Times _____ Phone _____

Description of Event & Special Instructions _____

Submitted by: _____

Phone: _____

email: _____

*Note: (Stage) Monitors are needed if there will be people on the stage. If the event/service will be conducted from the Ministry Center floor, monitors are not required.
 Form Updated 3/9/2020