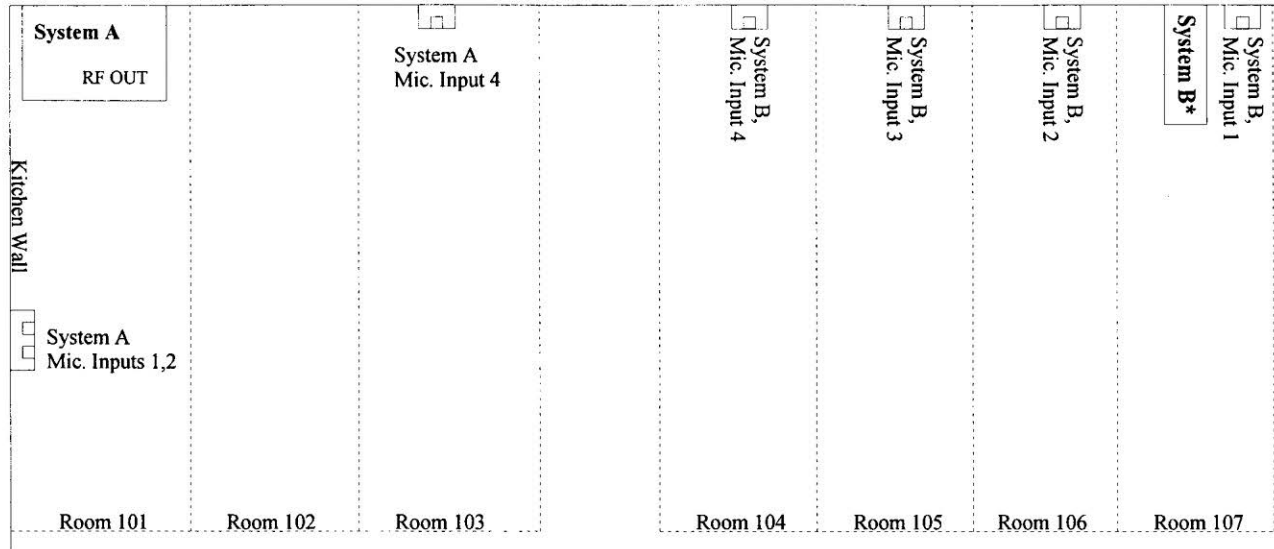


# Stewart Hall Audio/Video Setup Request

Original Request      Date \_\_\_\_\_  
 Adjusted Request



\*Note: If Sound System A is turned on and Sound System B is off, all of Stewart Hall receives sound from System A.  
 If System B is turned on Stewart Hall is split into two zones (east and west). The west zone receives sound from System A and the east zone receives sound from System B. The wireless microphone, CD and Tape Units only work with System A.  
 Loudspeaker volumes are adjustable for each room (101 - 107 and the north-south hallway).

**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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EQUIPMENT REQUEST**

- Hand-held Wireless Microphone
- Clip On Wireless Microphone
- Floor Microphone #1
- Floor Microphone #2
- Floor Microphone #3
- CD Player
- CD Recorder
- Podium
- Video Projector
- Laptop Computer
- VCR
- 6' x 6' Screen
- 10' x 10' Screen
- DVD Player
- Other AV Equipment (Please Specify)

**Set up for Overflow from:**

- The Sanctuary
- The Ministry Center

Submitted by: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 email: \_\_\_\_\_