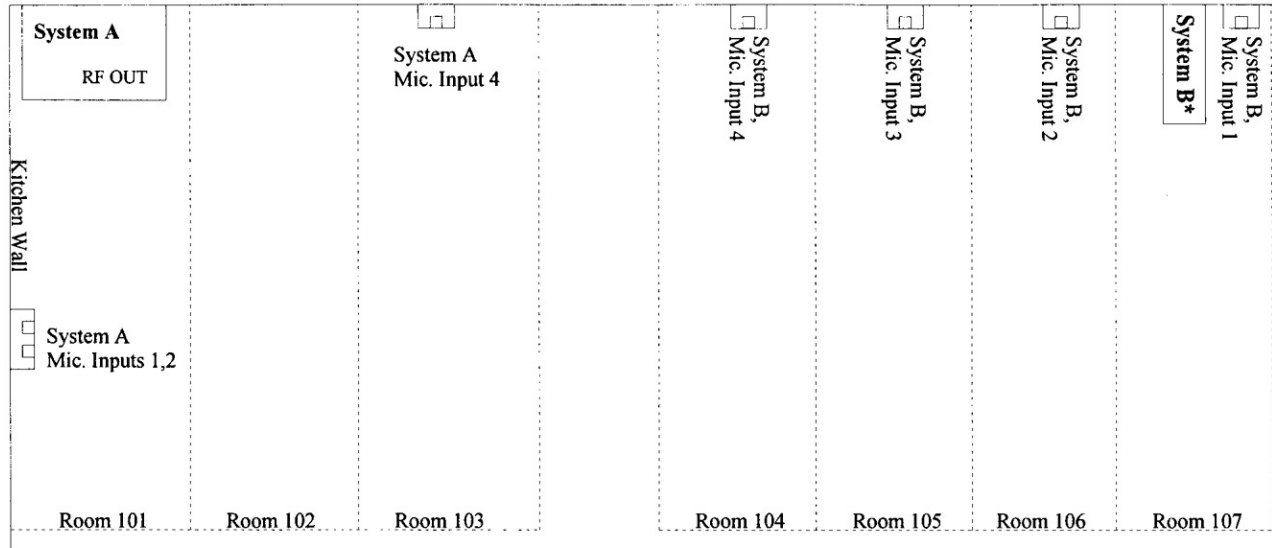


Stewart Hall Audio/Video Setup Request

Original Request Date _____
 Adjusted Request



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
- 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

*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? _____ (See info about portable video equipment care linked to the webpage at <http://www.firstpreswheaton.org/av/avinfo.htm>.)

Event/Service: _____
 Date _____, Time _____ Contact Person _____
 Rehearsal Times _____ Phone _____
 Description of Event & Special Instructions _____

Submitted by: _____
 Phone: _____
 email: _____