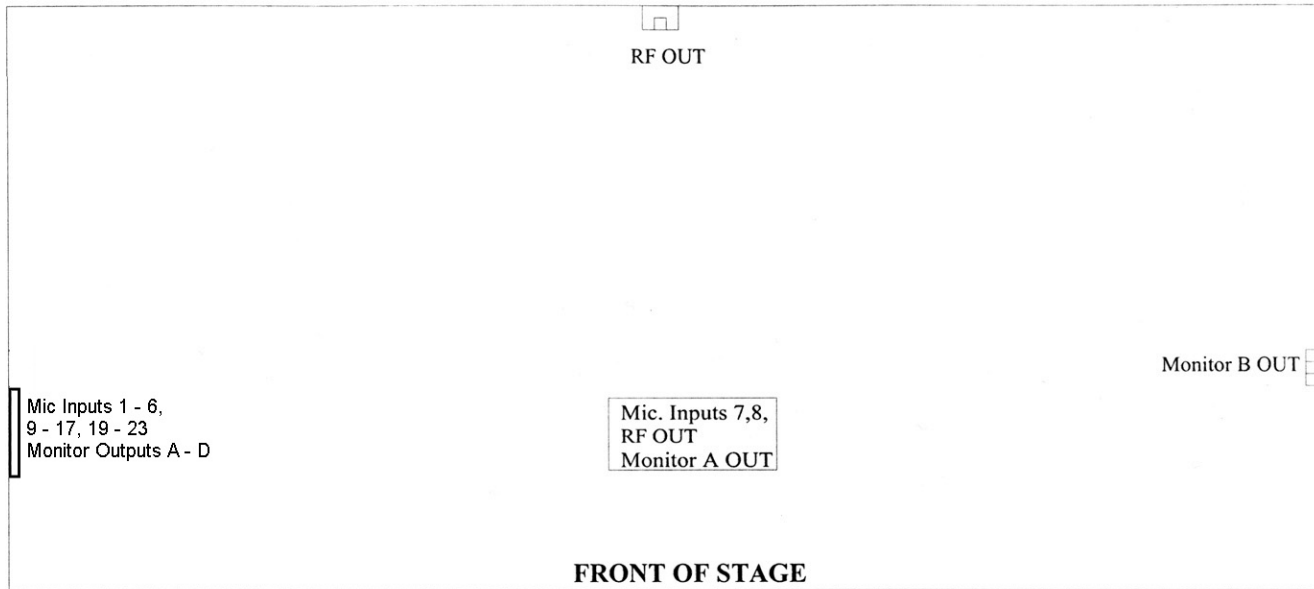


# Ministry Center Audio/Video Setup Request

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 Recorder or Player
- 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? \_\_\_\_\_ (See info about portable video equipment care linked to the web page 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: \_\_\_\_\_

\*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.