

**Technical Setup Request
Worship Center**

Event Information:

Event Name: _____

Sponsoring Group _____ Church Affiliated For Hire

Person In Charge: _____ Phone: _____

Technical Contact: _____ Phone: _____

Date(s) ,Time(s) & Duration: _____

Audio:

Podium Mic Additional Podium Mic Additional Stand Mic: Qty _____

Wireless Mic(s): Handheld: Qty _____ Lavalier: Qty _____

Prelude Music On Tape Cassette On CD

Background Music On Tape Cassette On CD

Audio Recording of Event Desired On Tape Cassette On CD

Musicians: How Many? _____ What will they be playing? (Please supply details):

Choir

Singers - How Many? Soloists: _____ Ensembles: _____

Other Special Requirements:

Special Layout (Show areas needing mic pickup and type of mic ie. solo or ensemble)

Lighting:

Standard Lighting

Special Layout (Show areas needing light) - (Will be supplied only if available)

Projection:

Requested Not Requested

Type Of Projected Material: Slide Show DVD VHS Other: _____

Video:

Requested Not Requested

Editing and Reproduction (There will be a charge for reproduction)

DVD VHS Other

Special Requirements:

Notes:

Requests are subject to availability of the personal trained to operate the equipment requested!
If this is an event during a meal a meal will need to be provided to the AV personnel