

# AUDIO / VIDEO MINISTRY – SUPPORT REQUEST FORM

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## SANCTUARY EVENT

\*Please complete request form & return to the Grace Office AT LEAST 1 WEEK PRIOR to 1<sup>st</sup> rehearsal or event.

### 1. GENERAL INFORMATION

NAME OF EVENT: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ : \_\_\_\_\_  
start end

EVENT COORDINATOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

TYPE OF EVENT:  SUNDAY SERVICE  SPECIAL EVENT

REHEARSAL #1 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ REHEARSAL #1 DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED AT EVENT: \_\_\_\_\_

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### 2. SOUND SUPPORT INFORMATION

SOUND OPERATOR NEEDED?  YES  NO

MICROPHONES NEEDED (please indicate quantity): \*Please mark (X) location of mics on drawing

STAND MIC: \_\_\_\_\_ Qty HANDHELD MIC: \_\_\_\_\_ Qty

HANDS-FREE MIC: \_\_\_\_\_ Qty PULPIT MIC: \_\_\_\_\_ Qty

WILL YOU BE PLAYING:  CD'S  CASSETTE TAPE  MP3 PLAYER

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### 3. LIGHTING SUPPORT INFORMATION

WILL YOUR EVENT REQUIRE SPECIAL LIGHTING?  YES  NO

SPECIAL LIGHTING TYPE:  REGULAR LIGHTING  BLACK LIGHT

\*Please circle areas that require lighting on sanctuary drawing

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### 4. VIDEO / MISCELLANEOUS SUPPORT INFORMATION

WILL YOUR EVENT REQUIRE A LARGE VIDEO SCREEN?  YES  NO

IF USING LARGE VIDEO SCREEN, WHAT TYPE OF MEDIA WILL YOU BE SHOWING?

POWERPOINT  DVD  VHS

WILL YOUR EVENT REQUIRE RISERS?  YES  NO \*Please mark location on sanctuary drawing

COMMENTS: \_\_\_\_\_

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