

TECHNICAL NEEDS FORM

(TO BE USED FOR SPECIAL SERVICES, EVENTS OR ACTIVITIES)

In order to provide the support you need for your event or presentation, we appreciate you taking a few moments to provide the following information to us. Please fill out completely each area. When complete, the form should be submitted to the worship pastor as soon as possible prior to the event, but no later than four days prior. (If additional tech support is needed for audio or visual recording, information must be submitted at least one week prior to the event in order to schedule personnel.)

Name(individual or Group Name):_____

Date of Event:_____ Homegoing service Wedding Ceremony Special Event

If a group, contact name:_____

Phone:_____

Email:_____

How many microphones are needed for people who are speaking? 1 2 3 4

Will there be special music by a choir, worship band, or singing group? Yes No

If applicable, how many microphones are needed for vocalists (singers)? 1 2 3 4

Will you be using the church's piano? Yes No

Will you be using the church's keyboard? Yes No

Will you be using the church's organ? Yes No

Will you be using the church's drum set? Yes No

If applicable, please list all instruments being brought for event:_____

Which instruments need a microphone?_____

Will soundtracks be used? Yes No

If yes, what type? CD MP3 DVD Phone Other:_____

Will you use any visual media? Yes No

If yes, what type? Computer DVD Other:_____

Does the vent need to be audio recorded? Yes No

Does the event need to be video recorded? Yes No

Is there anything else you need to share regarding your needs?_____