A/V Services request form (1/15/2014)

Sanctuary

Date required, Start and stop time	
Group name	
Contact name and phone number	

Audio services

1. Mikes required:	
lectern mike	
pulpit mike	
wireless mike	
other wired mikes	
3. Does audio need to played from a CD or DVD?	
4. Are monitor speakers required for people in altar area (for example for a "karaoke" singer)?	
5. Does the program need to be recorded program on CD?	

Video services
One or two projectors can display video. Projectors are placed in front of first pew row, just adjacent to the prayer request stands and project to the opposite ceiling wedge. For smaller groups, it is preferred to set up just one projector.

One or two projectors required?	
Is there audio with the video?	
The following playback devices supported. Please choose one :	
a. DVD (Messiah provides the DVD player)	
b. User provided laptop (Laptop must have VGA, composite video or S-SHS connection)	
c. Church provided laptop (Customer needs to provide media on CD or USB stick)	
- What file type will be used? permitted file types: PowerPoint, Quicktime, MPEG, or WMV	
Note 1: Verify that there will be no people or tall objects in the projection path.	
Note 2: Running of laptop and DVDs in general should be done by the user. For example, paging down through PowerPoint presentations or starting and stopping a movie clip.	

A/V Services request form (1/15/2014)

Fellowship Hall

Date required, Start and stop time	
Group name	
Contact name and phone number	

Audio services

1. Mikes required:	
wireless mike	
wired mikes	
2. Does audio need to played from a CD or DVD?	

Video services

Is there audio with the video?	
The following playback devices supported. Please choose one:	
a. DVD (Messiah provides the DVD player)	
b. Church provided laptop (Customer needs to provide media on CD or USB stick)	
c. User-provided laptop	
- What file type will be used? permitted file types: PowerPoint, Quicktime, MPEG, or WMV	