

TECHNICAL NEEDS FORM

(TO BE USED FOR CHURCH SPONSORED SERVICES, EVENTS OR ACTIVITIES)

In order to provide the support you need for your presentation or event, 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 _____ as soon as possible prior to the event, but no later than three days prior. (If additional Tech support is needed for taping or computer, information must be submitted at least two weeks prior to the event in order to schedule personnel.)

Name (Group Name or Individual): _____

Date of Event: Sunday Service Wednesday Service Special Event

If group, contact name: _____

Phone # of individual or contact (if group): _____

Email address of individual or contact (if group): _____

How many microphones are needed for speakers? 1 2 3 4 5 6 7

How many of these need to be lapel microphones? 1 2 3 4

Will there be special music by a worship band/singing group? Yes No

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

Will you use church's piano? Yes No

If applicable, please list all instruments to be used by your group (that you will supply): _____

Which instruments need a microphone? _____

How many microphone stands will be needed for speakers and/or vocalists? 1 2 3 4

5 6 7

Will soundtracks be used? Yes No

If yes, what type? Cassette CD DVD Other: _____

Will you use any visual media? Yes No

If yes, what type? Video PowerPoint DVD Other: _____

If other, please describe: _____

Does the event need to be audio-recorded? Yes No

Does the event need to video-recorded? Yes No

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

Once completed, this form should be submitted to _____ at _____.