

EAST COBB PRESBYTERIAN CHURCH
AUDIO/VISUAL REQUEST FORM

Submit to the Church Administrator or Facilities Coordinator ONE MONTH IN ADVANCE.

NOTE: Highest priority is given to church-wide events, followed by other church ministry or school events and finally outside events. There may be a fee if technical support is required for your event. When this request has been processed, you will be notified if fees will be charged.

Ministry Area: _____ Today's Date: _____

Event: _____ One-time ___ Recurring ___

Date(s) of Event: _____ Time of event: from _____ to _____

Contact's Name _____ Phone #: _____

Best time to contact _____

Place: _____ Sanctuary _____ Gym
 _____ Room # _____ _____ Youth Room
 _____ Room # _____
 _____ Other at church – be specific _____
 _____ Away from church –
 Venue (must provide room diagram with dimensions):

Number of expected participants: _____

Equipment needed:

- | √ if needed | # needed |
|---|-----------------------------------|
| _____ CD Player | _____ Microphone(s) (for speaker) |
| _____ Cassette Player | _____ Microphone(s) (for singers) |
| _____ Cassette Recorder | _____ Wireless Lavalier(s) |
| _____ Tape Duplication | _____ Straight Stand(s) |
| _____ Multi-media (copy to Paxson Jeancake) | _____ Boom Stand(s) |
| _____ • Laptop Presentation | _____ Keyboard/Guitar Input(s) |
| _____ ○ with audio | |
| _____ ○ without audio | |
| _____ • DVD Player | |
| _____ • Projector | |
| _____ • Screen | |

Additional Questions/Comments:

Requests received less than one month from event may be denied.