

A-V SERVICE REQUEST

This request for A-V equipment and/or operator should be submitted at least one week prior to the event. Requests are picked out of the Technical Service box on Sunday morning. If you submit a request after pickup time and expect service before the next pickup, use the telephone and call:

Dan Solie: 414.427.0753
marged@sbcbglobal.net

Glenn Forrest: 414.281.6628

Date Required _____ Time(s) _____ Equipment Only _____

Service for (Organization) _____ Operator Only _____

Requested By _____ Phone _____ Both _____

Expected Group Size _____ Assigned Room _____

If the event will be held outside of the church building:

Where _____ Phone _____

Volunteer A-V Operators are available on a limited basis, during usual Mount Hope operating hours. If you provide your own operator, will this person need training? Yes _____ No _____

Do you need assistance with setup of equipment? Yes _____ No _____

Operator's Name _____ Phone _____ e-mail _____

Check equipment items that you need. If you select what appears to be incorrect equipment for your described need, we will call you for verification.

<p style="text-align: center;"><u>PROJECTION SCREENS</u></p> <p>120" Tripod _____</p> <p>60" Tripod _____</p> <p>7.5' X 10' Hanging _____</p>	<p style="text-align: center;"><u>SOUND SYSTEMS</u></p> <p>Nave _____</p> <p>Chapel _____</p> <p>Fellowship Hall _____</p> <p>Portable Stereo _____</p> <p>CD Play _____</p> <p>Audio Cassette _____</p> <p>Peavey TriFlex _____</p>	<p style="text-align: center;"><u>SETTING</u></p> <p>Worship Setting _____</p> <p>Event Insert in Worship _____</p> <p>Concert _____</p> <p>Drama/Performance _____</p> <p>Classroom Setting _____</p> <p>Meeting _____</p> <p>Entertainment Program _____</p> <p>Choir Audio Support _____</p> <p>Instrumental Support _____</p> <p>In-Home Groups _____</p> <p>Homebound Ministry _____</p> <p>Other _____</p> <p>_____</p>
<p style="text-align: center;"><u>VIDEO</u></p> <p>T.V. Monitors 19" _____ 27" _____ 36" _____</p> <p>DVD Player _____ VCR _____</p> <p>Video/Data Projector _____</p>	<p style="text-align: center;"><u>STAGE LIGHTING(*)</u></p> <p>Nave _____</p> <p>Fellowship Hall _____</p> <p>Portable (Where?) _____</p> <p>_____</p>	
<p style="text-align: center;"><u>RECORDING</u></p> <p>Audio Cassette _____</p> <p>Audio C.D. _____</p> <p>Computer Audio _____</p> <p>Master Soundtrack _____</p> <p>Dubbing (Copying) _____</p>		