

AUDIO VISUAL SUPPORT REQUEST

Purpose: To request Audio Visual Support for your meeting or event.

Instructions: Please complete the requested information and return this form to the Executive Ministry Management (EMM) box located in Room 300 no later than two weeks prior to your event. If the event will consist of multiple sessions (such as Academies, Conferences, etc.) please fill out a separate form for each session date with the requirements. You will be contacted regarding a walkthrough or test date.

Ministry Point of Contact for this Event: _____

Phone: _____ Email: _____

Ministry Name: _____ Event Name: _____

Date(s) of event: _____ Start Time: _____ End Time: _____

Equipment Setup/Walkthrough Date: _____ Time: _____ Pick Up Time: _____

Event location (ex: Room 200, Multipurpose Center): _____

(If setup is required in more than one area, please detail the setup of additional areas under "Additional Information")

Will you be using a laptop? Yes No If yes, is this a personal or Harvest laptop? _____

- If using your own laptop, it must have a VGA port available, a USB port, and have dual display capability. If it is a Mac, you must provide the adaptor for displaying on screen/projector.
- If you need a Harvest laptop, laptops are provided based on availability.

What visual support do you need? Projector DVD Player TV Monitor Video Recording

What audio support do you need? CD Player Microphones

Will you need to hear sound from your laptop or DVD player? Yes No

Additional Information:

Please have your Ministry President and Director sign below before submitting this form to the Executive Ministry Management box.

Ministry President: _____ Date: _____

Ministry Director: _____ Date: _____

Audiovisual Ministry Use Only

Received By: _____ Date Received: _____

Assigned To: _____ Date: _____

Setup Completed By: _____ Date: _____

Breakdown Completed By: _____ Date: _____

After Action Comments: _____