

First Baptist Church of Newman: Audio/Video Technical Request Form

Event Name _____

Date of Event _____

Time of Event _____

Ministry Name _____

Contact Person _____

Audio Support/Video Support

- Microphones
- Music (CD's)
- Projector & Screen

Visual Needs:

- Song Show Plus
- Powerpoint
- DVD

Video Camera Needed? Yes No

Is there someone in your ministry trained and authorized to use the equipment? Yes No

If yes, please list that person's name. _____

If not, it is your responsibility to contact the head of the audio-visual department, arrange for someone to be at your event.

Approved by: _____ **Date:** _____

Audio/Video Tech assigned to event: _____