

## GHC Internal Audio/Video Request Form

*Depending on the magnitude of the request, the A/V Ministry requires two to four weeks prior to an activity/event to accommodate an audio/video request. In general, the equipment is available for use in the Sanctuary, Fellowship Hall, or Choir Room. However, other locations for services may be considered on a case-by-case basis. This is an online form—click on the field you wish to complete and begin typing, use the tab to move to the next field, and click on a box to check it. Please email the completed request form to Sis. Gina Bell ([ginabell@comcast.net](mailto:ginabell@comcast.net)). You will receive this form back with the A/V Ministry section completed once the request has been accepted and assigned.*

Requester Name: \_\_\_\_\_

Request Date: \_\_\_\_\_

Activity/Event Description: \_\_\_\_\_  
\_\_\_\_\_

Activity/Event Date: \_\_\_\_\_

Setup Date: \_\_\_\_\_

Activity/Event Start Time: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_

Activity/Event End Time: \_\_\_\_\_

Setup End Time: \_\_\_\_\_

Location:

Sanctuary     Fellowship Hall     Choir Room     Other—Specify \_\_\_\_\_

Services:

- Play Music or Track(s)— Gospel     Instrumentals     Requester will provide
- Play Video Clips— MP4     QuickTime
- Photo Slide Presentation— wo/Music     w/Music—Specify \_\_\_\_\_
- Play DVD
- Sound Effects—Specify \_\_\_\_\_
- Other—Specify \_\_\_\_\_

Equipment:

- Corded Mics—How many \_\_\_\_\_     Cordless Mics—How many \_\_\_\_\_
- Projector     Laptop Hookup wo/Sound     DVD Player
- Projection Screen     Laptop Hookup w/Sound     Podium
- Other—Specify \_\_\_\_\_

Lighting:

- Sanctuary Stage lights—Specify Color(s) \_\_\_\_\_
- Fellowship Hall Spotlights
- Other—Specify \_\_\_\_\_

Additional Information: \_\_\_\_\_  
\_\_\_\_\_

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**A/V Ministry Use Only:**

Accepted By: \_\_\_\_\_

Date Assigned: \_\_\_\_\_

Tech Assigned: \_\_\_\_\_

Phone#: \_\_\_\_\_