

FEFC MEDIA EQUIPMENT USE REQUEST FORM

Revised March 16, 2010

Created on: Date: _____ Time: _____

AV Services Request

On-Campus:

Please give no less than 4 days notice of your needs – for any equipment needs, i.e., from cords to larger system set-ups.

Off-Campus:

Please give no less than 7 days notice of your needs – preparing the traveling equipment takes some time. Also, we are sharing equipment as part of our increased stewardship efforts. It takes time to secure equipment or for ministries to make the necessary adjustments to free-up equipment. Either way, it helps everyone better serve each other.

Requesting Department:

Worship Adult Youth Children Hospitality Missions Business

Your Name:

Phone:

Event Time:

Email:

Event Date:

Requesting Ministry:

(Eg. Sm. grp, ABF/SS, Branch, Impact, Awana, MIW/WIW)

Event:

On Campus Use Off Campus Use

Location of Event: ALC Green Room FPR/Gym OFH CC Aud. Other

of People:

Equipment Needed: I would like help selecting. I would like instruction on equipment use.

CD player DVD player LCD Projector RGB Video cable Screen Video Cam

Still Cam Laptop TV/DVD on cart TV/VCR on cart Portable Sound System

Speakers Speaker Stands Microphones hh_____wrls_____ Mic Stands

Music Stands ALC – cables ALC - cabinet Conference phone Extension Cords

**As with all Media equipment, the Media Ministries manager may make recommendations to facilitate the needs of the event, which may be different from the exact request.

For official use only:

Date Received: _____ Date Fulfilled: _____ Equipment Returned: _____

Department Head signature _____ Media Manager initials _____