



Today's Date: _____

Audio & Visual Set-up Request Form

Please submit this form 30 days prior to event to frances@newhopehk.org or Ministry Center.

Event Name: _____
 Location: _____
 Contact Name: _____
 Phone/Email: _____
 Date: _____
 Time: _____
 Ministry: _____ Ministry Leader: _____
 Est. Attendees _____

Requesting a Lighting Operator:

No or Yes _____

Requesting a Sound Operator:

No or Yes _____

Requesting a Graphic Presenter Operator:

No or Yes* _____

**Submit all images, video or slides 14 days prior to event (PowerPoint or Keynote formatting preferred)*

If you have your own operators, please provide their names:

Live Music: No or Yes

List of Instruments: _____

Sound Check and Call Time:* _____

**Musicians & vocalist are to arrive 2 hours prior to event to perform a sound check.*

Number of Musicians: _____

Number of Speakers: _____

Number of Vocalists: _____

Number of Lavalieres*: _____

**Max 3 lavaliers*

If the event is offsite, the ministry leader and/or contact person must provide and arrange for transportation of sound equipment and support personnel.

Contact person's responsibility:

- Submit Program three days prior to event.
- Pick up and return all equipment.
- Review inventory list to verify receipt of all listed equipment.
- Check to see that all equipment is in good condition before and after event.
- Check off and sign inventory sheet upon returning equipment.
- Turn in completed sheet to the Ministry Center.
- Fill out repair request if necessary.
- Return all equipment to proper storage area.

Contact's Signature: _____ **Date:** _____

**** TURN IN THIS FORM TO THE MINISTRY CENTER ****

TECH MINISTRY USE ONLY:

Date Request Received: _____ Approved: Yes or No

Reason for disapproval: _____

Event assigned to and system inventory list created by: _____

Date equipment picked up: _____

Date equipment returned: _____

Condition of the equipment returned: _____

System checked-in by: _____

Tech Team assigned to event: _____

Forward information to additional Personnel: _____