



# Trinity Episcopal Church

## Audio-Visual Services Request Form

Date of this request: \_\_\_\_\_ (at least FOUR WEEKS before the event)

**Event Information:** Name of event \_\_\_\_\_

Date of event \_\_\_\_\_ Beginning and ending time \_\_\_\_\_ Expected number of attendees \_\_\_\_\_

Location of event \_\_\_\_\_ Group sponsoring the event \_\_\_\_\_  
(e.g., parish hall, back lawn, courtyard, sanctuary)

**Contact Information:** Person organizing the event \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**1.) Please check which audio-visual services you will need from Trinity Church:**

**a.) \_\_\_\_\_ Audio:**

\_\_\_\_\_ Microphone(s)

\_\_\_\_\_ Connection to musical instruments: \_\_\_\_\_ Keyboard \_\_\_\_\_ Guitar \_\_\_\_\_ NONE

\_\_\_\_\_ Connection to recorded sound (music, speeches, quotes, etc.):

\_\_\_\_\_ Laptop \_\_\_\_\_ iPod, iPad, iPhone, other MP3 device \_\_\_\_\_ CD player \_\_\_\_\_ NONE

**b.) \_\_\_\_\_ Video:**

\_\_\_\_\_ TV and DVD player \_\_\_\_\_ Video projector

**2.) If you know the following details, please provide them at the time of scheduling the event. If not, please discuss them with the member of the AV crew who will be contacting you for details:**

**a.) Audio:**

*Microphone(s): Please indicate which type of microphones you will need and how many of each type:*

\_\_\_\_\_ Handheld; How many? \_\_\_\_\_ \_\_\_\_\_ Headset; How many? \_\_\_\_\_

\_\_\_\_\_ Lavalier (clip-on); How many? \_\_\_\_\_ \_\_\_\_\_ Microphone stand; How many? \_\_\_\_\_

**b.) Video:**

*Video projector: if you need to use a video projector, please provide further information below*

Input: \_\_\_\_\_ S-video \_\_\_\_\_ HDMI \_\_\_\_\_ RGB component

\_\_\_\_\_ USB \_\_\_\_\_ AV cables \_\_\_\_\_ Other: \_\_\_\_\_

Source: \_\_\_\_\_ Laptop \_\_\_\_\_ iPod, iPad, iPhone, other similar device

\_\_\_\_\_ DVD player \_\_\_\_\_ Flash drive \_\_\_\_\_ Other: \_\_\_\_\_

Audio: Do you require audio output of your video source? (circle) YES NO

Please provide any other information that would be useful to us in providing your audio-visual services:

\_\_\_\_\_  
Trinity Church Office Use only: AV crew member \_\_\_\_\_