



Multi-Media Ministry

Audio/Visual/Video Request Form

Please complete this form when requesting the services of the Media Ministry. Upon completion of the request form, you may do the following: *Submit form to the Media Chairperson for processing and copy the Events Manager. Media requests must be approved by the Media Chairperson prior to scheduling any date(s). Additionally, your event must be confirmed by the Events Manager.

PLEASE BE ADVISED OUR ENGINEER STAFF IS NOT AVAILABLE DURING THE WEEKDAYS. AVAILABLE ONLY ON SUNDAY MORNINGS, ANNUAL EVENTS, AND SOME SPECIAL EVENTS. Concerts- please set an appointment to discuss with Media Chairperson prior to scheduling.

Examples of Events supported by the Media:

Category A: Events held in Family Life Center and JAS Fellowship Hall requiring 1-2 microphones. – **NO COST**

Note: Mary Morris Room complete setup - would have similar cost to Category B - check with Media Chair to verify cost in situations where a full setup is not needed.

Category B or Concert Set-up: Events requiring the use of full audio system set-up and **breakdown**. Use of Sanctuary (for example); more than 2 microphone set up (example: Panel discussions, etc.). These types of events require "sound engineers". Events in this category include those that are paid events or fundraisers put on by various ministries or outside groups.

The fee schedule to ministries/and or outside groups (but not limited to): (1) Technical engineers: \$50-\$60 per hour. (2) Video: \$75.00 flat (3) Weddings: \$200 (without video) and \$250 (with video). (4) Funerals requesting recording and video/PowerPoints/or video streaming- \$100 - \$150.

It is imperative that the (B setup) request is submitted to Media Chairperson no later than four weeks in advance of the event. No exceptions without prior approval from Media Chairperson.

Event Name:

Date of Event:

Timeframe of Event: **Event approved?** Yes No

Location of Event:

(Events requested to be held in the Sanctuary must be approved by the Pastor's Office).

Indicate other areas, if applicable:

Ministry Chair/ Contact person(s):

Contact phone(s) and email address(es):

Media Chairperson email address: yfigg@allen-temple.org

Events Manager email address: omeacham@allen-temple.org

Media needs being requested (Projector, Screen, Audio/Video for Zoom, Live Streaming)

Please indicate the number of microphones needed (1-4 max depending on the area of event):

Projector Yes No

Screen Yes No

Audio/Video for Zoom Yes No

Live Streaming Yes No

Event recorded * ** (dependent upon availability of staff) Yes No

Concert Setup Yes No

Note: Please contact Media Chairperson for approval prior to scheduling any dates. Please be advised a cost may be assessed.

Media Chair Approval:

Signature

Date