



Event Facilities Request Form

Name of Contact

Date

Contact Phone

E-mail

Event Title

Event Date

Start Time

End Time

Rooms
Requested

A/V System Setup *How many of each item will be needed?*

Wireless Headset
Mic

Wireless
Handheld
Mic

Instrument
Mic

Will there be a band performance or worship team?

Yes

No

Video Services

DVD

Digital Video

Blu-ray

PowerPoint

Lyrics Display

Other

Personnel

*Please specify if you have a need for light, sound, and/or video technicians**

Lighting

Sound

Projection

Stagehand

Other:

Do you require techs to be available for pre-event rehearsal(s)?

If so, list dates and times.

Please specify any other materials
you will provide (e.g., Blank CDs,
DVDs, Video or PowerPoint Files,
etc and any other details that are
important but otherwise not listed on
this form.