

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	e Pastor's Offi	ice).
Indicate other areas, if appli	cable:			
Ministry Chair/ Contact pers	son(s):			
Contact phone(s) and email	address(es):			
Media Chairperson email add	dress: <u>yfigg@alle</u>	en-temple.org		
Events Manager email addre	ss: <u>omeacham@</u>	Pallen-temple.org		
Media needs being reque Please indicate the number				
Projector	Yes	No		
Screen	Yes	No		
Audio/Video for Zoom	Yes	No		
Live Streaming	Yes	No		
Event recorded * ** (depend	dent upon availa	bility of staff) Yes	No	
Concert Setup Yes	No			
Note: Please contact Media a cost may be assessed.	Chairperson for	approval prior to sched	luling any dat	es. Please be advised
Media Chair Approval:				
		Date		-