

# Sanctuary Special Presentation Request

Ministry \_\_\_\_\_

Date Submitted \_\_\_\_\_

Contact \_\_\_\_\_

Date Requested \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Submission Deadline—All presentations should be ready to run and must be submitted four (4) weeks prior to the event date. Please see Sound Request Form for mic's, sound system, etc....

Type of Presentation:

Power Point

Video

Pictures

Live Satellite

Live Feed

Skit

Verbal

TV in Foyer

Length of Presentation: \_\_\_\_\_ approximate minutes

Comments: \_\_\_\_\_

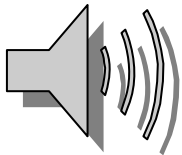
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Approved by: **Worship Leader** \_\_\_\_\_

**Sound Team Leader** \_\_\_\_\_

**Video Team Leader** \_\_\_\_\_

**Pastor Review** \_\_\_\_\_



# Sound Request Form

Ministry \_\_\_\_\_

Date Submitted \_\_\_\_\_

Contact \_\_\_\_\_

Date Requested \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Equipment Needed:

Portable Sound System

Overhead Projector

CD Player

Choir Mic's/Boom Mic's

Slide Projector

Cassette Player

Mic's \_\_\_\_\_ (how many?)

Sanctuary System

TV/VCR

Instrument Mic's \_\_\_\_\_ (how many?)

Comments: \_\_\_\_\_

\_\_\_\_\_

Approved by: **Worship Leader** \_\_\_\_\_

**Sound Team Leader** \_\_\_\_\_