



Wauwatosa Presbyterian Church

## Adult Enrichment Set Up and Audio-Visual Needs

*AE Committee Member: please complete and return this form to the church office at least one week prior to event (the earlier, the better 😊). Also, please submit a check request two weeks prior if you want to hand the check to the presenter that day. Check requests must be signed by the AE Committee Elder. Thank you!*

Date of Event: \_\_\_\_\_

Title of Event: \_\_\_\_\_

AE Committee Member: \_\_\_\_\_

AE Committee Member Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Presenter: \_\_\_\_\_

Presenter Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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1. Describe how would you like the room set up (if different from standard theater seating):

2. What type of audio-visual equipment will your presenter need?

Podium     Microphones (include number for each): \_\_\_Handheld    \_\_\_Lapel    \_\_\_Stand

Smart Board (white board-west end)     Projector (east end near stage)     No projection needed

3. Please indicate what the presenter will bring to interface with any of the above (PC, Mac, other device, CD, DVD, flash drive, etc.) or if other audio-visual requirements are needed:

4. Have you made arrangements for technical support for this event (outside of standard mic set up)?

Yes! The person helping me is \_\_\_\_\_

Not yet, please help me find someone!