



Wauwatosa Presbyterian Church
AUDIO-VISUAL REQUEST FORM

EVENT INFORMATION

DAY _____ DATE _____ TIME _____

EVENT NAME _____

ROOM(S) BEING USED _____

REQUESTED BY _____ DATE _____

REQUESTER PHONE _____ EMAIL _____

Microphones (indicate quantity of each)

_____ Handheld (wireless)

_____ Lapel (wireless)

_____ Stand

_____ Podium

Projector

_____ Sanctuary

_____ Smart Board (portable)

_____ Ceiling mounted (located on west end of Fellowship Hall)

_____ Will the church's PC laptop be required for use with projector? (Y / N)

_____ If you are using your own laptop, please indicate type: _____

_____ What type of software or files will you bring? (CD / DVD / Flash drive / Other)

Technical Support

WPC's A/V equipment must be operated by a qualified technician

_____ I have arranged volunteer WPC technical support

_____ Please arrange WPC technical support for me, which may incur a cost

Completed form submitted to the Office Manager on _____ / _____ / _____