

ASDC MEDIA MINISTRY

Technical support request



In our mutual desire to present the Assembly Of The Saints Ministry as a whole, including all of its subsidiary ministries, in the best light possible, our Media Ministry has implemented the requirement of a completed TECHNICAL SETUP/NEEDS REQUEST form for any event or function where the need for audio and/or video equipment exists. The form is fairly self-explanatory. The following procedures must be strictly adhered to:

- 1. A completed TECHNICAL SETUP/NEEDS REQUEST form must be submitted at least 2 (preferably 3) weeks prior to the event.**
- 2. An accurate program outline for the event in question must be submitted with the request form.**
- 3. The Media Ministry must be promptly advised of any program changes or, changes in the order of service as soon as they are made definite**
- 4. A working copy of any accompaniment music or video, any other music, or any video to be presented must be submitted with special instructions (which track(s), at what point in the service, etc.) “PRIOR” to the day of the event.**

Once again, strict adherence to these guidelines is the only way to assure that proper preparations can be made to provide for your technical needs.

The reality is that any service, or event, that takes place without compliance with the items listed above will cause the media ministry to be hindered in their efforts to provide for your needs. Therefore you must be prepared for the possibility that something may not go according to your plans. In the event of such an occurrence, you must be prepared to accept responsibility for any failings in the outcome, and all aspects, of your sponsored event.

We appreciate your cooperation with us in our constant efforts to provide the best possible technological support to every aspect of MINISTRY!

Please direct any questions or comments to Dea. Jerome Hill

Or

Send email to media@assemblyofthesaints.org

ASDC TECHNICAL SETUP/NEEDS REQUEST

EVENT INFORMATION:

Event Name _____
Sponsoring Group _____ ASDC Affiliated For Hire
Person in Charge: _____ Phone: _____
Technical Contact : _____ Phone: _____
Date _____ Time(s) _____
Date _____ Time(s) _____
Date _____ Time(s) _____
Date _____ Time(s) _____

REQUESTED SERVICES DETAILS

BUILDING(S) USED

Main Sanctuary Gym Fellowship Hall Other _____

MICROPHONE NEEDS:

Podium Mic Additional Podium Mic
 Stand Mic (on stage): Qty _____ Stand Mic (off stage): Qty _____
 Wireless Mic (handheld): Qty _____ Wireless Mic (lapel): Qty _____
 Wireless Mic (headset): Qty _____

MUSIC PLAYBACK

MUSIC ON CUE: On cassette tape On CD OTHER: _____

BACKGROUND MUSIC: On cassette tape On CD OTHER: _____

VIDEO VIEWING

VIDEO TO BE VIEWED:

On VHS tape On DVD OTHER: _____

DEVICE VIEWED ON:

TV Projector OTHER: _____

COMPUTER(S)

LAPTOP: Qty _____ INTERNET PRINTER
 DESKTOP: Qty _____ INTERNET PRINTER

EVENT RECORDING

EVENT RECORDED:

On cassette tape On CD On VHS On DVD

ADDITIONAL NEEDS & NOTES: _____
