



SHBC AUDIO / VISUAL MINISTRY EVENT GUIDELINES & REQUEST FORM

(This document is intended to be used in conjunction with the SHBC policy and guideline documents regarding events.)

All Ministry Leaders of SHBC must notify a member of the Audio/Visual staff when any ministry event is held at The “Exciting” SHBC. All equipment is available for use, but must be operated properly. During rehearsals, if the Audio/Visual equipment is needed, a member of the Audio/Visual staff should be informed.

All equipment needed for use during the event must be requested at least 14 days in advance of the event. Please submit an Audio/Visual Request Form to the Audio/Visual Ministry.

Equipment needed that we do not currently have in the ministry is available for rent from Crossroad Audio, with church staff approval. The Audio/Visual Ministry will contract for rented a/v equipment. Rental requests must be submitted three (3) months in advance of the event to the SHBC Audio/Visual Ministry.

Photography for events should be requested two (2) months in advance of the event to the SHBC Audio/Visual Ministry. The Church photographer will be the default photographer for all events. Requests for an outside vendor for photography should be submitted to the Audio/Visual Ministry two (2) months in advance of the event and is subject to approval by the Pastor or his designee.

All programs must do a dress rehearsal with an SHBC Audio/Visual staffer to insure proper music, timing, lighting, etc.



The "Exciting"

SHBC

REACH • TEACH • DEVELOP • SERVE

The following equipment is available from the Audio/Visual Ministry. Additional equipment can be rented upon staff approval.

Ministry:	Event:	
Event Date:	Event Time:	
Contact Name:	Phone:	Email:
ITEMS	QUANTITY	TIME OF USE
Microphones (corded)		
Microphones (wireless) (limit - 4)		
Microphone stand		
Keyboard		
Speakers (limit - 4)		
RCA adapter cables		
DVD Players		
CD Players		
Projector		
Projection Screen		
Laptop Computer		
Extension cord		

For Office Use Only

Approved & Scheduled

Not Approved: Reason(s) _____

Authorized Signature: _____