

VICTORY LIFE CHURCH – DUANE SHERIFF MINISTRIES

SPECIAL EVENT MEDIA REQUEST FORM

TODAY'S DATE:	
YOUR NAME:	
DAY PHONE:	
CELL PHONE	
DEPARTMENT:	

EVENT LOCATION:	
EVENT DATE(S):	
EVENT TIME(S):	
REHEARSAL DATE:	
REHEARSAL TIME:	

AUDIO

Check all that apply. Stage equipment use must be approved by the Praise & Worship leader.

- | | | |
|---|---|--|
| <input type="checkbox"/> STAGE SOUND TECH | <input type="checkbox"/> STAGE INSTRUMENT(S) | <input type="checkbox"/> CD PLAYBACK |
| <input type="checkbox"/> VOCAL SOUND TECH | <input type="checkbox"/> STAGE MICROPHONE(S) | <input type="checkbox"/> CD RECORDING |
| <input type="checkbox"/> INSTRUMENTAL SOUND TECH | <input type="checkbox"/> WIRELSS LAPEL MIC | <input type="checkbox"/> CASSETTE TAPE PLAYBACK |
| <input type="checkbox"/> AUDIO RECORDING ENGINEER | <input type="checkbox"/> WIRELESS HEADSET MIC | <input type="checkbox"/> CASSETTE TAPE RECORDING |

AUDIO NOTES

VIDEO

Check all that apply. Production elements may require a Video Announcement form.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> DIRECTOR | <input type="checkbox"/> VIDEO GRAPHICS | <input type="checkbox"/> POWERPOINT |
| <input type="checkbox"/> AUDIO ENGINEER | <input type="checkbox"/> AUDIO CLIP PLAYBACK | <input type="checkbox"/> SONG LYRICS |
| <input type="checkbox"/> VIDEO ENGINEER | <input type="checkbox"/> VIDEO CLIP PLAYBACK | VIDEOTAPE |
| <input type="checkbox"/> GRAPHICS OPERATOR | <input type="checkbox"/> PROJECTOR SCREENS | DIGITAL CAMERA |
| <input type="checkbox"/> CAMERA OPERATOR(S) | | CAMCORDER |

VIDEO NOTES



GENERAL NOTES AND COMMENTS

FOR MEDIA USE ONLY – DO NOT COMPLETE BELOW THIS LINE

APPROVED BY _____

FACILITATOR _____

DATE _____

DATE COMPLETED _____

- ADMINSTRATION
 MEDIA MANAGER

- PRODUCTION ASSIGNED
 EQUIPMENT ASSIGNED