



VCBC Audio & Video Service Request Form

****NOTE:** This form must be emailed to av@vcbc.bc.ca or submitted to the Church Office no less than 14 days prior to the function/event. Once received, somebody will contact you confirming the request.**

DETAILS OF FUNCTION

Type of function: VCBC Function Private Function Other Church: _____

Location: VCBC Sanctuary MB Sanctuary Other: _____

Type of Function/Event: _____

Organizer (Department/Fellowship/Person): _____

Date of Event: YYYY/MMM/DD Start Time: HH:MM End Time: HH:MM

DETAILS OF REQUEST

AV Equipment needed:

- Microphones (wired): Number req. ____
- Mic stand: Number req. ____
- Music stand: Number req. ____
- Stage monitors (Yes / No)
- Cordless Mic (handheld / headworn / lapel)
- PowerPoint
- Video playback (VCR/DVD/Computer File)
- Audio playback (Cassette/CD/MP3/Other)
- Audio Recording (MP3)
- Other AV equipment(s): _____

Musical Instrument to be used:

- Piano
- Acoustic Guitar: Number ____
- Electric Guitar: Number ____
- Bass Guitar: Number ____
- Drum Set
- Synthesizer
- Other instrument(s): _____
- Other instrument(s): _____

Does this function involve the use of outside equipment? If yes, please specify below:

DETAILS OF CONTACT PERSON

Name in Full (Please Print): _____

Contact Details: Telephone #: _____ Cell phone #: _____

Email: _____ Fax #: _____

Are you a VCBC member? Yes No

Have you booked the function with Church Office? Yes No

Have you given a copy of program outline to AVC? Yes No

AV COMMITTEE USE ONLY

Received by: _____ AV support by: _____

date _____