



# VCBC Audio & Video Service Request Form

**\*\*NOTE:** This form must be emailed to [av@vcbc.bc.ca](mailto: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. \_\_\_\_         PowerPoint
- Mic stand: Number req. \_\_\_\_                       Video playback (VCR/DVD/Computer File)
- Music stand: Number req. \_\_\_\_                     Audio playback (Cassette/CD/MP3/Other)
- Stage monitors (Yes / No)                         Audio Recording (MP3)
- Cordless Mic (handheld / headworn / lapel)    Other AV equipment(s): \_\_\_\_\_

Musical Instrument to be used:

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