

# Sound and Video Operator Request Form

For Memorial Lutheran Church Katy, Texas

## SOUND AND VIDEO OPERATOR REQUEST PROCEUDRE

This form shall be submitted two weeks prior to the event or event rehearsal to the MLC Office Manager. Earlier requests will provide more time to secure a sound tech for your event. The MLC Office Manager will communicate the fees required for the event, if any. In general, fees can be expected to be as follows, except for funerals:

Sound/Video Operator: \$50 per hour

- Rate applies to setup, rehearsal and to the event itself
- Expect 30 minutes as a minimum amount of time for setup

If a Sound/Video operator is not available, the sound and video equipment will not be available for use at the event.

## EQUIPMENT AVAILABLE

**Sanctuary** (check equipment to be used):

- ☐ Two wireless lapel microphones. Check: ☐ one or ☐ two.
- ☐ One wireless hand-held microphone
- ☐ Two video projection screens
- ☐ Macintosh PC to project slides\* in the following file formats: Power Point or Pro Presenter
- ☐ Macintosh PC to project video files\* in the following file formats: MP4, Wav
- ☐ DVD player for standard and blue ray DVD videos

\* Video and slides must be provided two weeks prior to the rehearsal or event (whichever is earlier) so that they can be checked for compatibility.

**Fellowship Hall** (check equipment to be used):

- ☐ One wireless lapel microphone
- ☐ One wireless handheld microphone
- ☐ One or two video projection screens (half or full Fellowship Hall).
- ☐ DVD player for standard and blue ray DVD videos

Slides and videos may be displayed on the video screens from a laptop. Event organizer must provide the laptop with an HDMI connection, and an HDMI cable to connect to the system. Please review the room setup prior to the event to determine the length of the HDMI cable desired.

**Loomis Center Gym** (check equipment to be used):

- ☐ One wired handheld microphone
- ☐ Sound system for playing music (organizer must provide audio cable)
- No video screen available.

## EVENT INFORMATION

Event date: \_\_\_\_\_ Event start time: \_\_\_\_\_

Setup start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

## Rehearsal (if applicable)

Rehearsal date: \_\_\_\_\_ Rehearsal start time: \_\_\_\_\_

Setup start time: \_\_\_\_\_ Rehearsal end time: \_\_\_\_\_

## Event Organizer and Contact Person

First and last name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

For the following questions, please be as descriptive as possible. The more information that is provided, the better we will be able to serve you.

Event Description (note any special requirements for music, video coordination within the timeline of the event):

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Musicians, soloists, vocalists requiring a microphone:

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List musicians that will be performing at the event:

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Description of Video Projection Needs (if any, indicate video, slides, etc. with description):

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**EVENT INFORMATION** (continued)

Special lighting requirements (If any. Also note any changes in lighting needed during the ceremony):

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Is there something required during the event that is not listed on this form? If so please describe.

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Revised and Approved by the MLC Leadership Team September 2018