

# ***ASDC MEDIA MINISTRY***

## ***Technical support request***



*In our mutual desire to present the Assembly Of The Saints Ministry as a whole, including all of its subsidiary ministries, in the best light possible, our Media Ministry has implemented the requirement of a completed TECHNICAL SETUP/NEEDS REQUEST form for any event or function where the need for audio and/or video equipment exists. The form is fairly self-explanatory. The following procedures must be strictly adhered to:*

- 1. A completed TECHNICAL SETUP/NEEDS REQUEST form must be submitted at least 2 (preferably 3) weeks prior to the event.**
- 2. An accurate program outline for the event in question must be submitted with the request form.**
- 3. The Media Ministry must be promptly advised of any program changes or, changes in the order of service as soon as they are made definite**
- 4. A working copy of any accompaniment music or video, any other music, or any video to be presented must be submitted with special instructions (which track(s), at what point in the service, etc.) “PRIOR” to the day of the event.**

*Once again, strict adherence to these guidelines is the only way to assure that proper preparations can be made to provide for your technical needs.*

*The reality is that any service, or event, that takes place without compliance with the items listed above will cause the media ministry to be hindered in their efforts to provide for your needs. Therefore you must be prepared for the possibility that something may not go according to your plans. In the event of such an occurrence, you must be prepared to accept responsibility for any failings in the outcome, and all aspects, of your sponsored event.*

***We appreciate your cooperation with us in our constant efforts to provide the best possible technological support to every aspect of MINISTRY!***

*Please direct any questions or comments to Dea. Jerome Hill*

*Or*

*Send email to [media@assemblyofthesaints.org](mailto:media@assemblyofthesaints.org)*

# ASDC TECHNICAL SETUP/NEEDS REQUEST

## EVENT INFORMATION:

Event Name \_\_\_\_\_  
Sponsoring Group \_\_\_\_\_  ASDC Affiliated  For Hire  
Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_  
Technical Contact : \_\_\_\_\_ Phone: \_\_\_\_\_  
Date \_\_\_\_\_ Time(s) \_\_\_\_\_  
Date \_\_\_\_\_ Time(s) \_\_\_\_\_  
Date \_\_\_\_\_ Time(s) \_\_\_\_\_  
Date \_\_\_\_\_ Time(s) \_\_\_\_\_

## REQUESTED SERVICES DETAILS

### ***BUILDING(S) USED***

Main Sanctuary  Gym  Fellowship Hall  Other \_\_\_\_\_

### ***MICROPHONE NEEDS:***

Podium Mic  Additional Podium Mic  
 Stand Mic (on stage): Qty \_\_\_\_\_  Stand Mic (off stage): Qty \_\_\_\_\_  
 Wireless Mic (handheld): Qty \_\_\_\_\_  Wireless Mic (lapel): Qty \_\_\_\_\_  
 Wireless Mic (headset): Qty \_\_\_\_\_

## MUSIC PLAYBACK

***MUSIC ON CUE:***  On cassette tape  On CD  OTHER: \_\_\_\_\_

***BACKGROUND MUSIC:***  On cassette tape  On CD  OTHER: \_\_\_\_\_

## VIDEO VIEWING

### ***VIDEO TO BE VIEWED:***

On VHS tape  On DVD  OTHER: \_\_\_\_\_

### ***DEVICE VIEWED ON:***

TV  Projector  OTHER: \_\_\_\_\_

## COMPUTER(S)

LAPTOP: Qty \_\_\_\_\_  INTERNET  PRINTER  
 DESKTOP: Qty \_\_\_\_\_  INTERNET  PRINTER

## EVENT RECORDING

### ***EVENT RECORDED:***

On cassette tape  On CD  On VHS  On DVD

### ***ADDITIONAL NEEDS & NOTES:*** \_\_\_\_\_

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