



# First Presbyterian Church

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Jamie White, Senior Pastor     Steve Aeschbacher, Interim Associate Pastor

## Event Technical Support Needs

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Phone: \_\_\_\_\_

Please submit this form as soon as possible during your event planning process. You will be contacted by the technician(s) working your event at the email you provide to confirm specific details of your needs.

Changes to these needs after submission of this form must be made in writing and are not considered confirmed unless acknowledged in writing.

Technicians will arrive ½ hour prior to the listed start time, unless otherwise arranged.

*Which services will you need? Please check all that apply.*

### Video production

Circle one: Fixed camera                  Multiple cameras

Video recording

How should we provide you with your recording? \_\_\_\_\_

Video live streaming/broadcast

Platform(s) to broadcast to: \_\_\_\_\_

*Broadcasting to church social media pages requires pastoral approval. Prior coordination with the tech team is required to broadcast to platforms other than Facebook and YouTube.*

### Audio

*What type(s) of audio support do you need?*

Live sound                   Single-track audio recording                   Multi-track audio recording

*If you need live sound support of a musical performance (e.g. microphones for singers), please provide additional details on the back, including contact information for musicians and availability for sound checking.*

*What audio sources will be used?*

Wireless handheld microphone

Piano microphones

Additional microphones – Please add specific details on reverse

Musical instruments – Please add specific details on reverse

