



# First Presbyterian Church

12 C Street, Salt Lake City, Utah 84103  
Telephone: 801.363.3889 Fax: 801.363.1344  
www.fpcslc.org

Steve Aeschbacher, Interim Pastor     Christine Myers-Tegeder, 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?*

Fixed pulpit and/or lectern microphone(s)

Wireless handheld microphone

Piano microphones

Additional microphones – Please add specific details on reverse

Musical instruments – Please add specific details on reverse

Projection

Slideshow

Videos

Please specify the format of the material to be projected: \_\_\_\_\_

*Please note – due to lighting conditions in the sanctuary, dark images are reproduced poorly on our projectors. You are advised to avoid the use of dark or highly contrasting images in your projection material.*

You are responsible for securing appropriate licensing for any copyrighted material used during your event. In the event of a copyright claim being made against FPCSLC for material used during your event, you will be responsible for providing proof of licensing and paying any costs incurred by FPCSLC as a result of the claim.

Please use this space to provide additional details as requested elsewhere in this form:

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