

## REQUEST FOR MULTI-MEDIA MINISTRY SERVICES

- PROCEDURES:**
1. Complete this form to request Multi-Media Ministry services
  2. Requesting Ministry Director/Event Facilitator signature required
  3. Submit to Multi-Media Ministry **three (3) weeks prior to event/activity**

**Today's Date** \_\_\_\_\_

### Check Equipment and/or Service Needed

- LCD Projector w/Screen
- Laptop
- Overhead Projector w/Screen
- Floor Microphones
- Podium Microphones
- Wireless Microphones
- Lapel Microphone
- Videocassette player and monitor
- Photography Services
- DVD Recording Services
- CD Recording Services

**Requester must have a working knowledge of requested equipment, otherwise a member of Multi-Media Ministry must operate equipment. NO EXCEPTIONS.**

**Event/Activity** \_\_\_\_\_

**Date Needed** \_\_\_\_\_ **Time Needed** \_\_\_\_\_

**Set-Up Location** \_\_\_\_\_

**Requester** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_

**Ministry Director Signature** \_\_\_\_\_

\*\*\*\*\*MULTI-MEDIA MINISTRY USE ONLY\*\*\*\*\*

**Date Rcv'd** \_\_\_\_\_

**Date Confirmed w/Requester** \_\_\_\_\_

**Notations**

**Multi-Media Ministry Signature** \_\_\_\_\_

**SECOND NAZARETH BAPTIST CHURCH**