

# Woodland Hills Baptist Church

## Event Information and Technical Request Form

### STEP 1

<b>Group/Event Name:</b>	_____
<b>Event Leader:</b>	_____
<b>Contact Information:</b>	_____ _____ _____
<b>Event Description:</b>	_____ _____ _____
(For Website, Social Media, and Publication Use)	_____ _____

### STEP 2

Event Date(s):	Event Start Time:	Event End Time:	Set Up Time/Date:	Clean Up Time:
<b>Recurring:</b>	YES - NO	<b>Days:</b>	Su - M - Tu - W - Th - F - Sa	
<b>Area(s) Requested:</b>	Sanctuary	Fellowship Hall	Student Center	Foyer
	Classrooms Requested (Qty): _____			
<b>Other:</b>	_____ _____			

### STEP 3

<b>Tech Requested:</b> (Circle ALL That Apply)	AUDIO	LIGHTING	VIDEO Recording	<b>NONE *</b>
	PRESENTATION*:	VIDEO - SLIDESHOW - DVD - POWERPOINT/KEYNOTE - OTHER		
* - PRESENTATION MEDIA <b>MUST</b> BE TURNED IN NO LESS THAN 48 HOURS PRIOR TO EVENT TO ENSURE COMPATIBILITY				
<b>NOTE *</b> If NO Technology is required, please SIGN and DATE below :				
_____				

Deposit: \_\_\_\_\_

Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**INTERNAL OFFICE USE ONLY**

WHBC Technical Request Form

<b>Tech Requested:</b>	AUDIO	LIGHTING	PRESENTATION	VIDEO Recording
	VIDEO - SLIDESHOW - DVD - POWERPOINT/KEYNOTE - OTHER PRESENTATION MEDIA TURNED IN <span style="float: right;">YES - NO</span>			

**AUDIO**

Is an Audio Technician needed?

YES

NO

<b>Microphones:</b>	Handheld	Headset	Choir/Stage
Qty:			
<b>CD - track #(s):</b>			
<b>Computer:</b>			
<b>Phone:</b>			
<b>Other:</b>			

Notes/Details:

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**LIGHTING**

Will Lighting adjustments be needed?

YES - NO

Notes/Details:

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# WHBC Technical Request Form

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**PRESENTATION** Is a Technician needed? YES NO

Please Circle the type(s) of Presentation(s): \_\_\_\_\_

VIDEO - SLIDESHOW - DVD - POWERPOINT - KEYNOTE - LAPTOP\* - OTHER

OTHER: \_\_\_\_\_

\*If Providing Laptop: Connection Type: HDMI - DVI - VGA - DisplayPort  
Audio: YES NO

**Notes/Details:**

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**VIDEO Recording**

Switcher : \_\_\_\_\_

Audio Tech : \_\_\_\_\_

Camera 1 : \_\_\_\_\_

Camera 2 : \_\_\_\_\_

Camera 3 : \_\_\_\_\_

**Notes/Details:**

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