

# ***FAME Audio Visual Services Request Form***

<b><u>Ministry/Event Name</u></b>	<b><u>Contact Person</u></b>	<b><u>Contact Number</u></b>	<b><u>Contact email</u></b>

<b><u>Event Date</u></b>	<b><u>Rehearsal Date(s)</u></b>	<b><u>Set up Date</u></b>	<b><u>Requested Location</u></b>

<b><u>Purpose of the event:</u></b>


<b><i>Audio/Visual System Requirement Items:</i></b>	<b>Yes</b>	<b>No</b>
Do you need a sound system?		
Wireless Microphones needed, if (Yes), how many are needed and Purpose.		
Wired Microphones needed, if yes, how many are needed and Purpose.		
Play an audio for Dance, Vocal? If so, what format? (Currently we can only accommodate MP3 on CD or Thumb Drive, NO CELL PHONES)		
Do you need a Video Service?		
What type of video format?		
Are you providing video equipment, i.e. laptop? NO CELL PHONES		

<b><u>Special Requirements:</u></b>

***Staff Assigned*** \_\_\_\_\_

***Media Ministry Signoff*** \_\_\_\_\_

*Please email to [mediaministry@famepasadena.org](mailto:mediaministry@famepasadena.org)*