

A/V Needs Sheet

Date of Event: _____

Event Start and End Time: _____

Event Name: _____

Tech Contact: _____

Tech Contact Phone #: _____

Tech Contact Email: _____

Event Location (circle one): Church FFC Upstairs FFC Classroom # _____ Other

Needs Circle Yes / No): Computer Audio Hookup (1/8" or Headphone Plug) Yes / No

Computer Audio/Video Hookup (HDMI) Yes / No

Computer Video Hookup (VGA) Yes / No

Handheld Microphone Yes / No

Clip-on / Headset Microphone Yes / No

OTHER: _____