

AV / EQUIPMENT SET-UP NEEDS

(One time set-up/take down fee of \$20 per meeting room per service)

MEETING SPACE NAME: _____ *(please complete this form for each meeting space)*

- Lapel Microphone *(Raintree Only)*Quantity Needed: _____
- Floor Microphone StandQuantity Needed: _____
- Plug-in MicrophoneQuantity Needed: _____
- Hand-held Cordless MicrophoneQuantity Needed: _____
- Portable (PA) Sound SystemQuantity Needed: _____
- Built-in (PA) Sound System *(Harambee/Raintree Only)*
- 25 Inch TelevisionQuantity Needed: _____
- 27 Inch TelevisionQuantity Needed: _____
- 32 Inch TelevisionQuantity Needed: _____
- DVD PlayerQuantity Needed: _____
- VCRQuantity Needed: _____
- LCD ProjectorQuantity Needed: _____
- Slide ProjectorQuantity Needed: _____
- Overhead ProjectorQuantity Needed: _____
- Built-in Screen *(Clyde & Mary/Harambee/Raintree Only)*
- 8ft. ScreenQuantity Needed: _____
- Flip Chart w/EaselsQuantity Needed: _____
- Erase Board *(size of Flip Chart)*Quantity Needed: _____
- HymnalsQuantity Needed: _____
- Full PodiumQuantity Needed: _____
- Table Top PodiumQuantity Needed: _____
- Piano *(located in various spaces)*
- Music StandsQuantity Needed: _____
- Laptop ComputersQuantity Needed: _____
- Registration TablesQuantity Needed: _____
- Audio Visual CartQuantity Needed: _____
- CD/Boom BoxQuantity Needed: _____
- Extension CordsQuantity Needed: _____
- Surge Suppressor/Power StripQuantity Needed: _____
- Display/ Exhibit TablesQuantity Needed: _____

Signature _____ Print Name _____ Date _____