

Sound/Projection/Lighting Technician Living Hope Request Form

(Office phone: 320-235-4317)

This form must be completed and submitted to **Receptionist** no less than 1 month prior to your event. If this form is not received within this time frame, it is possible that a technician may not be available.

Room Requested: Worship Center(WC) Activity Center(AC) Chapel(C) Fireside(F)
 Other _____

Purpose: _____

Date of Event: _____ **Time of Event:** _____ to _____

Person Responsible for Event: _____

Phone #'s: (home) _____ (work) _____

Address: _____

Rehearsal in WC or AC:

If there is a rehearsal for your event, please call our Tech Director, David Honken, (995-6252) as a technician must be present when using the Worship Center or the Activity Center.

(If using the Chapel or Fireside Room, please contact David Honken to be trained on how to use the AV equipment.)

Date _____ Time _____ Sound Projection Lighting Teleprompter

Event in WC or AC:

What time would you like technicians available to you on the day of your event? _____

The technician/s will stay for the duration of your event. Please review the back side of this form for your tech needs in which room/s you will be using. Discuss with David Honken what is available in each room and check what your needs will be. Thank you!

Fees:

All non-church sponsored events: \$25/hour per technician, will be billed to you after the event.

(Please make checks payable to each individual technician as indicated on invoice.)

All church sponsored events: A technician will be provided to you at no additional cost.

**** Please note tech needs list found on the backside of this form, and arrange a meeting with the Tech Director (David Honken at 995-6252) to discuss your needs for the Worship Center or the Activity Center and also for any needs in the Chapel or Fireside Room.
Thank you!**

What are your technician/s needs? (Check all that apply.)

Worship Center (WC) Activity Center (AC) Chapel (C) Fireside (F)

WC	AC	C	F	
_____	_____	<u>N/A</u>	<u>N/A</u>	Projection for song lyrics – need 2 weeks prior to event
_____	_____	<u>N/A</u>	<u>N/A</u>	Teleprompter (back wall cues)
_____	_____	_____	_____	Video projection for VCR or DVD - Please provide DVD 2 days prior to event for testing.
_____	_____	_____	_____	Video projection for computer program (i.e. PwrPt) - You need to provide the laptop if using the Chapel or Fireside - Please provide PwrPt 2 days prior to event for testing.
_____	_____	<u>N/A</u>	<u>N/A</u>	Recording event on CD
_____	_____	_____	_____	Use of accompaniment tracks - If you are creating your own CD, please provide 2 days prior to event for testing.
_____	_____	<u>N/A</u>	<u>N/A</u>	Earset microphone(s) – How many? _____
_____	_____	_____	_____	Vocal microphone(s) – How many? _____
_____	_____	<u>N/A</u>	<u>N/A</u>	Choir microphones
_____	_____	_____	_____	Dinner music/background music during event - If you are creating your own CD, please provide 2 days prior to event for testing.
_____	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>	Stage cleared for event (\$50 reset fee – you will be billed after the event)
_____	_____	_____	_____	Translating/ear buds & Translation machine (must have own translator)
_____	_____	_____	_____	Other (please specify) _____

Note:

a) Only trained technicians from Living Hope will be authorized to operate any portion of the sound/projection/lighting system in the **Worship Center** or the **Activity Center**.

b) The sound system in the **Chapel** and **Fireside** can be operated by most anyone. Please contact David Honken, our Tech Director, for assistance at least 1-2 weeks prior to your event.

I agree to indemnify and hold harmless Living Hope for any and all claims arising as a result of my participation in any Living Hope activity or any activities incidental hereto, wherever, whenever, or however the same may occur. I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of Minnesota and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect.

Signature

Date