

REQUEST FOR TECHNICAL SUPPORT

Please return this form with your software no later than **TEN DAYS PRIOR TO YOUR PRESENTATION**. If your request and software are not received in a timely manner, we regret we will not be able to accommodate you.

Event _____

Day(s) _____ Date(s) _____ Location _____

Event Begins _____ ^{AM}/_{PM} Ends _____ ^{AM}/_{PM} Recurs Weekly Monthly Until _____

Presenter _____ Phone Number _____

Email _____ Overseeing Pastor _____
(Approval Signature)

A. Check Type of Presentation:

GRAPHICS (i.e., slide show, movie, music)
Which program (ProPresenter, PowerPoint, Media Player, etc.) are you using?

DVD (i.e., pictures, movies)
Plays on any DVD player. If possible, please pre-test on different players.

CD (i.e., pictures, music)
Plays on CD player.

B. Will you be using your own laptop computer? Yes No
If yes, is it an Apple (McIntosh) computer? Yes No
If no, is it a PC that is IBM compatible? Yes No Don't Know
Which version of Windows do you have? _____

C. Our tech staff can run the presentation for you or you could use a laptop at the pulpit and operate it yourself. Which do you prefer:

GBC staff operate
 I will operate from the pulpit myself

D. Which type of microphone would you like to use?

Lav (lapel) E-6 (head) Hand-held Podium

E. Comments: _____

FOR OFFICE USE ONLY. Names of Tech Staff Needed:

PowerPoint _____ Video _____
Audio _____ Lighting _____