

# Sanctuary Use Requirements

## Tempe Nazarene Church

Thank you for considering Tempe Nazarene Church Sanctuary for your event. Our facility has advanced audio, projection, lighting, and streaming systems, each of which requires one trained technician to prepare and operate. We want you to be aware of the limitations of our systems and technicians. Our technicians are paid a fee for each special event they work on.

### Audio System

We have a multi-speaker system with main speakers, sub-woofers, and balcony speakers. The audio also feeds to high-definition TVs in our Foyer areas and the Women's Lounge. Because of the wide seating layout (about 145°), an amplified assist is needed, especially if anyone speaking or singing at your event doesn't have a trained speaking or singing voice.

Requirements:

- One audio technician.
- A detailed order for the event steps must be provided at least ONE WEEK before the event so that our technician may ensure that you have the necessary equipment.
- Name of the person(s) speaking, singing, or playing.
- Name of the song(s), if a background track or you're just having a pre-recorded song played.
- What type of music background for a live vocalist/instrumentalist? Live instrument(s) or audio track?
- Pre- and post-event music must be provided on one of the following supplied at least ONE WEEK before the event...
  - MP4 file type
  - A digital player with a 1/8" stereo mini-plug jack (must be provided at least ONE HOUR before the event). Bring your Lightning or USB C-to-1/8" stereo mini-plug, if necessary.
- Each instrument (other than piano or keyboard) must be plugged into our system. We have three guitar (electric or acoustic) inputs.
  - If your acoustic guitar doesn't have a built in pre-amp, then we need to use a mic to pick up its sound.
  - If your electric guitar player has a pedal board then he should have an XLR or 1/4" output from which it can connect.
  - If your electric or bass guitarist must use their own amp, then they should have an output that can feed into an XLR or 1/4" connector.

- Other acoustic instruments (brass, woodwinds, etc) can be used with a mic
- Number of speakers or singers and the total number of microphones needed. \*We have six hand-held wireless microphones and four wireless lapel mics.
- You may use our piano or keyboard with advanced notice. Our drums are available for use. A qualified percussionist may use our percussion instruments.
- Videographers will only be provided an audio feed from the audio mixer if arrangements are made **ONE WEEK** before the event.

## Projection System

We have two large projection screens at the stage's extreme left and right sides. We use ProPresenter on a computer, which outputs into a video distribution system. Two high-definition (HD) TVs display the same content as the platform. Finally, one HD TV displays pertinent event information to those on the stage.

Requirements:

- One projection technician.
- A detailed order for the event steps at least **ONE WEEK** before.
  - The order must detail at which step a slide show or image(s) must be presented.
- If you have created a PowerPoint or Keynote slide show, you must...
  - make it 16x9 format (aka wide-screen or High Definition); size is 1920 x 1080 pixels. Older-style 4x3 format presentations will appear smaller on our wide-screen system.
  - Export the presentation as PNG image files (or as an MP4 or MOV video file) to a thumb drive or
    - via Dropbox file sharing (or similar cloud drive storage) to [projection@tempenazarene.org](mailto:projection@tempenazarene.org).
  - Deliver the thumb drive or file share files to the projectionist by the **DAY BEFORE** the event.
  - Provide speaker notes, if applicable, with marks indicating when slides must be changed. If the speaker gives audio slide change queues, have them arrive early to work with the projectionist before the event.
  - Indicate at what step(s) it will be used in the event.
  - Indicate its duration in minutes and seconds.
- If you have images but need a slide show created, you must hire our Lead Projectionist. You'll need to arrange that at least **TWO WEEKS BEFORE** the event so they may arrange their schedule to complete the work. You must then...
  - make the images at least 1080 pixels high (either portrait or landscape)
  - deliver them to the Lead Projectionist **ONE WEEK BEFORE** the event...
    - on a USB thumb drive (aka memory stick).

- Via Dropbox file sharing (or similar cloud drive storage) to [projection@tempenazarene.org](mailto:projection@tempenazarene.org).
- Label each image file with at least a sequential number for the order in which it should appear.
- Indicate at what step(s) it will be used.
- Indicate the duration you require in minutes and seconds.
- If you are providing a video, you must...
  - It may not be from YouTube or any other content provider. We are contractually and legally prevented from re-broadcasting their content, even if you have permission from the content owner. You must get permission from the content owner and an actual file from them.
  - Make it 16x9 format (aka wide-screen or High-Definition) and size it to 1920 x 1080 (1280 x 720 pixels, 720p at minimum). Older-style 4x3 format videos will appear smaller on our wide-screen system.
  - Save as a .MOV or MP4 file.
  - Clearly label the video with a recognizable file name.
  - Deliver it to the Projectionist at least **ONE WEEK BEFORE** the event...
    - on a USB thumb drive (aka memory stick).
    - Via Dropbox file sharing (or similar cloud drive storage) to [projection@tempenazarene.org](mailto:projection@tempenazarene.org).
  - Indicate at what step(s) it will be used.
  - Indicate the duration in minutes and seconds.

## Video System

Streaming is available.

- Requires an operator from our staff.
- We can only stream non-copyrighted material to the internet. This includes images, videos, or songs (such as in a slide show). We cannot stream content from YouTube or other internet content services due to Terms Of Service mandates. The stream video will be available from our website or Vimeo account after the stream. We will provide you with links. You may download it from those locations.

Videography

- We don't provide videography for your event. You must contract with a videographer and notify the church that you will be doing so.

## Theatre Lighting System

We have preset static (can't be changed) lighting scenes that will be used for your event.

- We can change the color of the LED wash lights to one of eight colors that match your color scheme but require a lighting/projection operator and preparation time.
- If you wish us to adjust the lighting during your event, you must hire our lighting designer and allow at least two to three weeks to prepare and review the lighting show with you. This requires technical and design skills that don't happen on the fly.