

**Providence United Methodist Church
Audio/ Visual Needs Check List**

Group Requesting A/V Support _____

Proposed Date and Times Needed _____

Group Contact _____ Telephone Number _____

Note to Staff: Please leave a hard copy of this completed form in the A/V Mailbox.

Sanctuary

- Podium Mikes
- Wireless Handheld Mike
- Rail and Altar Mike
- Wireless Lapel Mike

Charter Hall

- Wireless Handheld Mike
- Wireless Lapel Mike
- Stage Mikes and Speakers
- CD and iPod Players

Atrium

- Wireless Handheld Mike
- Wireless Lapel Mike
- CD, iPod and DVD Players
- Laptop Connections
- Video Monitors

Charter Hall Annex

- Wireless Handheld Mike
- Wireless Lapel Mike
- CD, iPod and DVD Players
- Laptop Connections
- Video Monitors

Chapel

- Podium Mike
- DVD Player
- Laptop Connections
- Video Projector

Classroom A104

- DVD Player
- Laptop Connections
- Video Monitor

Please contact Russ Case at rlcase@carolina.rr.com to discuss set-up

If you would like your space setup a certain way, please feel free to draw the diagram below: