

Eastmont Church

Media Request Form-Administrative Center

Please fill out the following information to help the Media team prepare for your event.

EVENT INFORMATION

Date _____ Day _____

Event Name _____

Room/Location _____

Start Time _____ am/pm End Time _____ am/pm

CONTACT INFORMATION

Name _____

Phone _____ Alternate Phone _____

Email _____

EQUIPMENT REQUIREMENTS

Do you require an Eastmont Sound Tech to run equipment following setup?

EASTMONT MEDIA STAFF: Yes / No

AUDIO RECORD EVENT: Yes / No

VIDEO RECORD EVENT: Yes / No

MICROPHONES *[Please note how many of each are needed]*

Vocal Microphones [up to 4] _____

Wireless Handheld Microphones [up to 2] _____

Wireless Lapel Microphones [up to 2] _____

EASTMONT EQUIPMENT NEEDED *[Please note if you are bringing your own equipment]*

Drums Yes / No

Keyboard Yes / No

Guitars Yes / No # _____

CD Playback Yes / No

DVD Playback on TV Yes / No

VHS Playback on TV Yes / No

DVD Playback on screen Yes / No

VHS Playback on screen Yes / No

Computer [PowerPoint] Yes / No

Eastmont Church Media Request Form-Family Center

Please fill out the following information to help the Media team prepare for your event.

EVENT INFORMATION

Date _____ Day _____

Event Name _____

Room/Location _____

Start Time _____ am/pm End Time _____ am/pm

CONTACT INFORMATION

Name _____

Phone _____ Alternate Phone _____

Email _____

EQUIPMENT REQUIREMENTS

Do you require an Eastmont Sound Tech to run equipment following setup?

EASTMONT MEDIA STAFF: Yes / No

AUDIO RECORD EVENT: Yes / No

VIDEO RECORD EVENT: Yes / No

MICROPHONES *[Please note how many of each is needed]*

Vocal Microphones [up to 8] _____

Wireless Handheld Microphones [up to 5] _____

Wireless Lapel Microphones [up to 2] _____

EASTMONT EQUIPMENT NEEDED *[Please note if you are bringing your own equipment]*

Drums Yes / No

Keyboard Yes / No

Guitars Yes / No # _____

Piano Yes / No

CD Playback Yes / No

DVD Playback on screen Yes / No

Computer [PowerPoint] Yes / No