Audio / Visual Reservation Form for Sanctuary or Fellowship Hall at Asbury UMC

THIS FORM MUST BE FILLED OUT REGARDLESS OF AUDIO/VISUAL NEEDS.

Per Asbury guidelines, only trained and approved technicians may operate the Audio / Visual equipment in the Sanctuary or Fellowship Hall.

For outside groups, when a technician is needed there will be a technician fee of $75.

- Will the event need Audio / Visual support? (Please circle appropriate answer. If yes, fill out all information and return ASAP. If no, fill out contact information section at the bottom of page and return ASAP.)

  Yes No Both

- What is the date of the event? _____

- What is the location of the event? Sanctuary Fellowship Hall (Please circle appropriate answer.)

- What is the time of the event? _____ How long will the event last? _____

- Describe your sound needs and list as applicable. (For example, we have 3 live musicians or we have a 12 person choir or we need to play music on an I-pod.)

- Describe your visual needs and list as applicable. (For example, we need to run a Power Point presentation or we need to show a DVD.)

Your request is not confirmed until this form is completed and submitted. Completion of this form does not guarantee your event's Audio and/or Visual needs can be accommodated.

Event Contact Information

Event Name: Contact Person:

Email Address: Daytime Phone Number:

Date of Event: