

Bethesda Bible Chapel

AV Equipment Usage

All Users of the AV Equipment,

If you require the usage of ANY audio/video equipment (AV) or light system, including but not limited to, the sound system, projectors, TV, portable AV unit, and etc. you must notify the AV crew or tech at least a week before the program. If you can't notify the AV crew or tech at least a week in advance, we **MUST** be notified by the day before. (*Note: by not letting us know at least a week in advance you cannot be guaranteed anything. The earlier the notice the better.*)

The reason being is that there has been several last minute communications about using the AV system which has led to delays in meetings (ex. the Sunday School Anniversary Rehearsal & the February Kingdom Seekers), and has caused several complications.

To improve this situation we ask that you comply by this simple rule so we may better assist you, and that there won't be any more hindrances to any more programs.

You may request AV equipment for a program or for the classroom by filling the form below. Any and all request can and must be made by the form below. You may also download a copy of the form below and hand deliver or email to Benil Babu.

Thank you for your cooperation.

AV Crew

Joel Sam, Jojen Sam, Ben Sunny, and John Thomas.

AV Tech

Benil Babu

AV Usage Form

Name

Email Address

Date of Usage (i.e. Saturday, March 7, 2009)

Piano

Drums

Guitar

Wireless Handheld Mic

Wireless Lapel

Wireless Headset

Wired Mic

Podium w/ Mics (On Stage)

Front Projector

Back Projector

Fellowship Hall TV

Computer (need USB Drive or CD)

Portable AV Unit (indicate DVD or VHS)

DVD or VHS (For Sanctuary)

Podium (indicate for Sanctuary or Classroom)

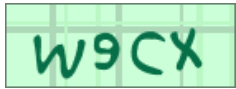
Stage Lights

House Lights

Comments/ Notes

Attachment #1

Attachment #2



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