

St. Stephen's United Methodist Church

Media Technician Request Form

media@ststephensfairfax.org

**Please return completed form at least 2 weeks prior to the event date to:
Mike Faunda, Director of Media Ministries.**

Event Title: _____

Date of Event: _____ Time of Event: _____

Person Overseeing Event: _____

Phone: _____ or _____

Email: _____

Church Sponsored Activity? Yes No Approved By: _____

Space Requested? Sanctuary Welcome Center Fellowship Hall Other: _____

Technical Requests: (Availability will vary depending on space requested)

Wired Handheld Microphones(0-6): _____

Wireless Handheld Microphones(0-6): _____

Wireless Body-Packs Microphones(0-4): _____

Instruments and other: _____

Will you require video and/or a powerpoint to be displayed? Yes No

PowerPoint must be provided unless specially requested

Details: _____

Who will be running the powerpoint? _____

Other Important Information: _____

_____ **I understand that for events not sponsored by St. Stephen's United Methodist Church, I and/or my organization are responsible for compensating St. Stephen's Audio/Video Media Technician. The fee will cover set-up, break-down, and the event. This fee must be paid directly prior to the event.**

Signature _____ Date _____

(Filling out this form does not guarantee that an A/V Media Technician will be available for your event)