

Ben Hill UMC Communications Request Form

Name:			
Ministry Name:			
Contact Number:	H/W:	Cell:	
Email Address:			

Event Name, or Sermon Title:			
Event Date: (Start & End dates)	Event Start Time	Event End Time	

***A sound check is required 1 hr before the start of each special event in the sanctuary.**

Event General Description / Special Request Information:

Requested Services: (Please check each service that is needed)

Sanctuary Audio Services		Sanctuary Video Services		Other Services		Fellowship Hall / Conference Room
Sanctuary Audio	<input type="checkbox"/>	Video Recording (Sanctuary only)	<input type="checkbox"/>	Projector & Screen (Sanctuary)	<input type="checkbox"/>	Conf Rm DVD play back equipment
# of Wireless Mic's (max 4)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Projector & Screen (Conf Rm)
or # of Lavalieres (max 1)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Projector & Screen (Fellowship Hall)
Audio from Band	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
CD Play back (all recordings must be on one CD)	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

“RUN OF SHOW” Event Info (short form)

Performer/Talent/Group(s) Name – (in the order they will appear during event)	
1	
2	
3	
4	

Scripture Information

#	Book	Chapter	Verse(s)
1			
2			

Event Timing/Order

Seq #	Segment Description	Video Queue	CD Trk #	Band queue
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

Service Requirements Check List

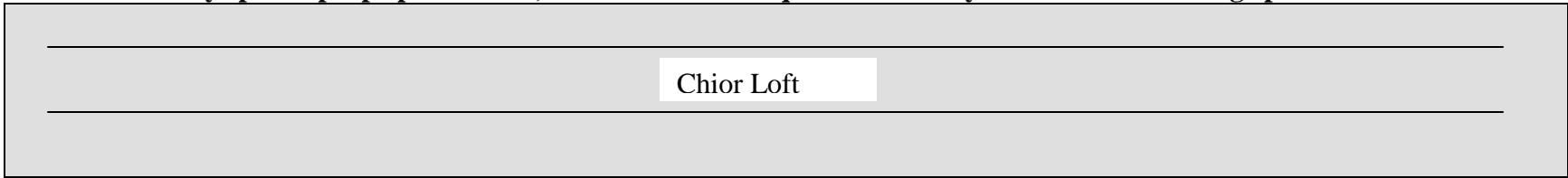
The following information or forms are required for all performances (please check each that is attached).

	A “ Run Of Show ” document is required for all concerts, plays and recorded performances (other than regular Sunday service) – REQUIRED
	Please provide guest performer names, contact and rider information – REQUIRED
	Attach all scriptures information that will be used during this service i.e. “Mark 1: 1-10” – REQUIRED
	All CD Recordings must be on one CD and placed in the order of desired play back. – REQUIRED
	All performance Graphics for DVD recordings must be submitted 2 weeks prior to performance.
	List all New Instrumentation that will be in band area for this event
	Does the final Video of a record service need to be recorded.
	For all National recording artist and special guest, has a release/rights waiver form been obtained and signed allowing the church to record and sell any and all services this artist is participating in?

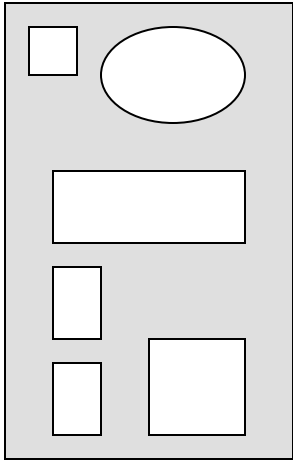
Service Notes:

- **All services request forms must be submitted a minimum 3 weeks prior to your event** (this means any and all services other than 7:45 and 9:45 Sunday services)
- Failure to provide the requested information jeopardizes the Communications Dept.’s ability to guarantee the necessary support will be available for your event.
- Run of show info should contain all soloist names, all song names, show timing, intermission information, Camera, Audio, & lighting queue’s, prop placements
- No Cassette playback is available in the sanctuary
- All NON professionally recorded CD’s must be tested on Ben Hill equipment one (1) week prior to scheduled event.
- All special band equipment must be approved before can be included as a part of any performance
- If video recording is requested, Dimming or turning off of sanctuary lights will not allow us to do video recording. Please design your performance using full lighting.
- All off site events (including front lawn events) will be handled by a third party vendor (BHUMC does not have equipment for off site services at this time)
- **Only Communication services listed are available at this time.**
- Do not submit incomplete forms. Please contact communications if you have any question regarding required information on this form.
- For Dancers, please show on the attached sanctuary layout, where the dancers will be entering and exiting the sanctuary (stage left/right).

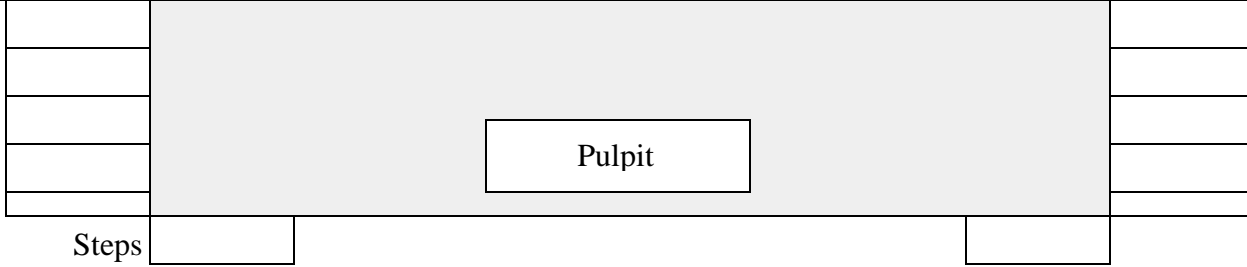
Please show/indicate any special props/placements, "Run of Show" Seq. numbers for your event on this stage plot



Choir Loft

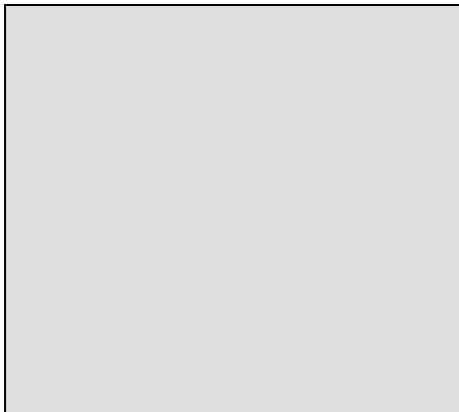
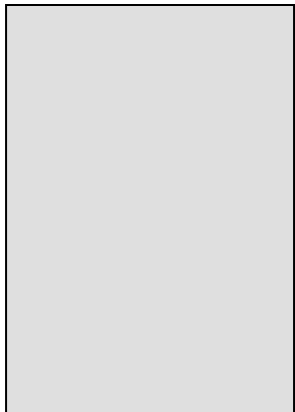
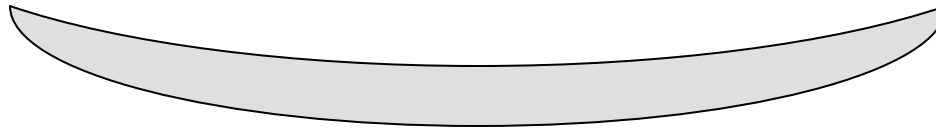


BAND PIT



Pulpit

Steps



Pews

