

Needed Date _____

Today's Date _____

Audio-Video Request Form for GSPC Functions

Please return this form via e-mail to itsupport@goodshepherdpc.org 5 days notice required.
Also complete Activity Request Form for events and room scheduling

Activity or Event: _____

Person in Charge _____ email _____

Phone numbers (daytime) _____ (other) _____

If someone else will be responsible for using equipment, list them with their contact information here:

Name:

Ph/Email:

Will assistance from IT or /and AV person be required: Yes _____ No _____

Notes:

Time _____ until _____

Beginning time for set up _____

Dates of Repeating Events _____ If it repeats, please put beginning and ending dates.

Only need to submit once if daily, weekly, monthly

First meeting _____ Last meeting _____ Repeat pattern _____

Please write all dates to be reserved for equipment _____

Equipment needed and location: _____ TV (FH or another room) (FH includes TV, DVD, Roku and laptop interface)

_____ DVD _____ LCD Projector and screen (Projection equipment is on a cart) (usually FH)

All equipment must be in configuration you found it in.

***** Staff use below this line ***** Confirmation dates *****

IT support signature _____ Date entered into church calendar _____

Form revised 4/2025