

Northside Baptist Church

Audio/Visual Request sheet for weddings

Please complete and return to the church at least two weeks prior to the wedding

1. Please check the Audio/Visual services you will need and fill out the appropriate sections:

Sound Video Lighting

2. What time and date will the wedding be? ____:____AM/PM ____/____/____

3. How early do you want the A/V personnel to arrive? (Typical arrival is 45 minutes before the ceremony)

Normal/45 minutes One hour Other _____ (An additional fee may be charged for arrival times more than one hour before the ceremony)

4. Do you want any A/V personnel present for the rehearsal? (An additional fee may be charged)

Yes No

If yes, what time and date will the rehearsal be held? ____:____AM/PM ____/____/____

5. Please provide a contact name and phone number in case we need to contact someone regarding your A/V needs.

Name: _____ Phone number: _____

Sound:

What sound functions will you need? Check all that apply.

CD playback

How many CDs will you have? One Two Three Four More _____

Tape playback

How many Tapes will you have? One Two Three Four More _____

Microphones

What will you need microphones for? Pastor/Officiant Singers Musical instruments

How many individual singers will you have? One Two Three Four More _____

Will your singers be: Soloists Duets Other _____

What musical instruments will you have? _____

Video:

What Video functions will you need? Check all that apply.

DVD playback

How many DVDs will you have? One Two Three Four More _____

VHS playback

How many VHS tapes will you have? One Two Three Four More _____

Display of still photos. (Please provide photos in a PowerPoint file that includes any special animations and/or transitions that you want. PowerPoint files will be shown EXACTLY as provided.)

Other _____

Lighting:

What sort of lighting do you want over the audience before the ceremony? Bright Dim

What sort of lighting do you want over the audience during the ceremony? Bright Dim

Typical lighting over the stage area is dim before the ceremony and bright during the ceremony. The ceremony lighting also includes two white theatrical flood lights focused in the center of the stage. If you would like something different, please check the appropriate boxes below.

What sort of lighting do you want over the stage before the ceremony? Bright Dim

What sort of lighting do you want over the stage during the ceremony? Bright Dim

Colored lighting is also available for parts of the stage. Please select the appropriate boxes below.

What lighting do you want on the upstage (choir loft) area?

Off/None Blue Red Green Cyan Magenta Yellow Purple Orange

What lighting do you want on the sides of the stage?

Off/None Blue Red Green Cyan Magenta Yellow Purple Orange

