

La Sierra University Church
A/V Check Sheet for Program Planners/Coordinators

Please supply this information at least five days before the program.

Program/Event _____ **Date** _____ **Time** _____

Performance

Music Type of group (solo, duet, choir, instrumental, etc.) _____
Accompaniment: none piano organ CD cassette other _____
Instruments to plug in: guitar keyboard other _____
Estimate number of microphones needed _____
Location: stage West pulpit stage East choir loft Centrum steps
Rehearsal and sound check: date _____ time _____

Accompaniment tracks must be delivered to Technical Director 30 minutes before program begins. Cassette tapes must be "cued" or have cueing instructions. (Tapes rewound to the beginning of the leader are NOT properly cued!) Supply song list and track numbers for CDs.

Enactment Size of performing group _____
Number of speaking parts _____
Special effects _____
Location: stage West pulpit stage East Sanctuary floor
Rehearsal and sound check date _____ time _____

Actors must be present 30 minutes before program time to be wired with microphones. Supply enactment script to Technical Director.

Speaking Type (individual, interview, group discussion, etc.) _____
Estimate number of microphones needed _____
Location: pulpit group of chairs roving in audience phone interview

Visuals: *All visual materials must be delivered to Technical Director 1 hour before program begins. Include printout of PowerPoint slides (and/or script). VHS tapes must be cued or come with cueing instructions. Supply cueing information for DVDs.*

PowerPoint: CD diskette laptop computer
Video: VHS tape DVD
Slides: need tray in Carousel tray

Special Needs _____

Program planner/coordinator _____ phone _____

Email _____

Performer contact _____ phone _____

Email _____

Deliver this form *completed* to the church office, or by FAX 951-354-7099, or directly to the Technical Director in charge of your program (Dave Johnson, Ed Karlow, or Steve McClain).