Media Dept. Coworker Support Request Form

Please submit answer to the questionaire at least 2 weeks in advance to non-musical event rehearsal , and at least 4 weeks in advance to musical event rehearsal to allow proper coordination

Media Support Event Question:		Answer
Q1	Event Date, Time, Location	
Q1.1	Please provide an event bulletin (program flow) with speaker/musician detail	
Q1.2	The room dictates which team is better to support (RM/RE team for sanctuary, RC team for FH)	
Q2	Is rehearsal media support needed?	
Q2.1	If yes, please provide detail rehearsal date, time and location needs media support	
Audio Suppot Question:		
A.1	How many speaking mic is needed? (no more than 4)	
A.1.1	Does any speaker use podium mic?	
A.1.2	How many speaker use body pack with overhead mic?	
A.1.3	Does the audience need mic to interact with speaker?	
A.2	How many vocal (singing) mic needed (no more than 6)	
A.2.1	Is lead singer mic (headset mic) needed?	
A.2.2	How many background vocal (handheld mic) is needed?	
A.3	What instrument mics will be needed?	
A.3.1	Piano mic?	
A.3.2	Organ mic?	
A.3.3	Drum mics?	
A.3.4	How many additional instrument mic needed for non-CBCM instrument? (please specify)	
A.3.5	Where would non-CBCM instrument be connected to on stage?	
A.4	Would there be any movement of instrument / mic movement on stage during event?	
A.4.1	If yes, please provide detail time lapsed stage mic configuration	
Visual Suppot Question:		
B.1	Is a ProPresenter operator needed? (If live stream using RE setting, ProPresenter is needed)	
B.1.1	Is the lyrics needed to be built into ProPresenter by operator?	
B.2	Is a PPT operator needed? (If live stream using RM setting, PPT is needed)	
B.2.1	Is the content need to be built into PowerPoint by operator?	
Live Stream Suppot Question:		
C.1	Live stream is NOT recommended for concert due to quality of support usually needed	
C.2	Is the live stream support needed? (2 operators needed)	
C.3	Where will all the speakers/singers be located on stage (to be accommodated by different camera angle) ?	