

# WYOMING UNITED METHODIST CHURCH

## *Audio/Video Program Request*

Version 1 - 10/1/2009

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### [Audio/Video Features](#)

Please see the separate document titled [Audio/Video System Capabilities](#) that defines the various capabilities of the church's audio and video systems.

### [Audio/Video Cue Sheets](#)

This document requests the basic components of what will become the Audio or Video Technician's Cue Sheet. Use of Cue Sheets is critical to the delivery of high caliber presentations. The better the information, the better the performance.

On the following pages you will find both the Audio and the Video Information Requests. The requestor should complete a section for each separate part of the presentation, even if they seem to be identical. If you only know basic information, fill in as much as you know. As more details emerge, provide updates.

The initial Program Request may be provided to the Church Office as part of a larger event, but at some point in time the Audio/Video Team Lead and/or the assigned Audio/Video Technician will become your primary point of contact for planning the program.

Thanks in advance for your help in making this an excellent audio/video presentation!

Randy Hultman  
Wyoming UMC Technology Team Leader  
Email: [rhultman@comcast.net](mailto:rhultman@comcast.net)  
Phone: (302) 222-7458

## Wyoming UMC – **AUDIO** Program Request

### Requestor Information

Name		Event	
Email		Date/time	
Phone			

### Presentation Information

CueID – A very short term to identify the cue; could be as simple as "Cue 1", or "Soloist 1", etc.

Full Description – Describe in more detail what the cue includes; include names of performers

Microphones – What microphones (if any) will be needed?

Accompaniment – What accompaniment (if any) will be needed?

Special Instructions – Any special instructions about the cue.

Audio CueID #1	
Full description	
Microphones	
Accompaniment	
Special instructions	

Audio CueID #2	
Full description	
Microphones	
Accompaniment	
Special instructions	

Wyoming UMC – **AUDIO** Program Request

**Presentation Information** (continued)

Audio CueID #3	
Full description	
Microphones	
Accompaniment	
Special instructions	

Audio CueID #4	
Full description	
Microphones	
Accompaniment	
Special instructions	

Audio CueID #5	
Full description	
Microphones	
Accompaniment	
Special instructions	

## Wyoming UMC – VIDEO Program Request

### Requestor Information

Name		Event	
Email		Date/time	
Phone			

### Presentation Information

- CueID – A very short term to identify the cue; could be as simple as "Cue 1", or "Soloist 1", etc.  
Full Description – Describe in more detail what the cue includes; include names of performers  
Source – What is the video source (DVD, VCR, PC-based PowerPoint, etc.)?  
Audio feed? – Does the video source also include an audio feed?  
Special Instructions – Any special instructions about the cue, especially for PowerPoint slide operations.

Video CueID #1	
Full description	
Source	
Audio feed?	
Special instructions	

Video CueID #2	
Full description	
Source	
Audio feed?	
Special instructions	

Wyoming UMC – VIDEO Program Request

Presentation Information (continued)

Video CueID #3	
Full description	
Source	
Audio feed?	
Special instructions	

Video CueID #4	
Full description	
Source	
Audio feed?	
Special instructions	

Video CueID #5	
Full description	
Source	
Audio feed?	
Special instructions	