Audiovisual Support Form

The Salvation Army — KROC HAMPTON ROADS

Event Details

Event Name:		Date(s):	
Organization:		Room(s):	

Please briefly describe your event:

Customer Main Point of Contact	**Customer Technical Lead / Stage Manager**
Name:	Name:
Phone:	Phone:
Email:	Email:

Wired Audio

Handheld Mics	
Instrument Mics	
Drum Mics	
Piano Mic	
¼" (guitars, etc)	
Choir Mics	
Border Mics	
Other Mics / Inputs	

Wireless Audio

Handheld	
Lapel (1x)	
Headset	

Quantities of wireless receivers available subject to change due to other concurrent event rentals in the building. Reservations for these wireless receivers will be made on a first-come, first-served basis.

Will you be providing your own computer or device from which to play media files (preferred for events *not* in the Performing Arts Center)? If yes, what type of video output connections does your computer have?*

For audio/video media (tracks, videos, or PowerPoints) that will be played prior to, during, or after the event, please specify details in regards to type and number.

What file format and delivery method will these media files be in?**

How many and which projectors/screens/TVs will be required?

If TVs in hallway are available to be rented, what will be shown on them?

Will the stage lights need to have multiple scenes beyond a single static setting? If yes, please describe.

Will the manual spotlights be used?

Will the Dressing Rooms or Green Rooms be used?

Will radios be required for communication between the stage manager and control booth? How many radios?

Will you *require* any internet bandwidth or Wi-Fi access for the success of your event?***

Will you require the stage to be lowered or raised (additional fees may apply)?

Any other comments or concerns?

*HDMI or DisplayPort is preferred. VGA is acceptable, but not recommended. If you are unsure which type of output your computer supports, educational materials can be provided.

**Our preferred delivery method for media files is USB. Some of our preferred file formats are: mp3 for audio, PowerPoint for presentations, jpeg for small quantities of images only, avi or mpeg for video. For us to better serve you, please provide a detailed cue sheet, along with all media files to our engineer at least 48 hours before your event. The more complex the sequence of events, the greater detail we will need on the cue sheet.

***Although every reasonable effort will be made, no guarantees can be given on the reliability or quality of internet-based media streaming or conference calls.

Office Use Only			
BEO # :		Technical Consultant :	
Customer # :		Consultation Recommended :	
Sales Person :		Pre-Setup Time :	
Event Host :		Technician(s) / Hours :	