



Grace Church at Willow Valley

300 Willow Valley Square, Lancaster, PA 17602
 Phone: (717) 464-2782 ~ www.gracewv.org

Audio/Visual Request Form

EVENT: _____

Group Name _____ Date of Activity _____

Contact Name _____ Contact Phone _____

Location of activity _____

Start time of activity _____ End time of activity _____

Item	Qty	Item	Qty	Item	Y/N
<i>Microphones</i>		<i>Instruments</i>		DVD	
Wired Microphone		Piano		Power Point	
Hand held Wireless Mic		Keyboard		Power Point Operator Needed***	
Lapel Microphone		Guitar: Acoustic		Sound operator Needed	
Wireless Headset		Electric		Stage (FLC)	
		Drums		CD Player	

OFFICE USE ONLY

Date request received _____

Approved by _____

Forwarded to Lead Technician: YES Date _____

Input into calendar: YES Date _____

Comments/Instructions _____

***No request shall be considered secured until written confirmation is given.
 A copy of this form will be mailed to you.
 Please contact the church office with any questions (464-2782).***

Be sure to bring this form with you to your event. If you need any assistance during the event, please contact:

Name _____

Phone _____