

Ebenezer UMC Multimedia Usage Policy/Request Form

Purpose: The goal of the Multimedia Ministries team is to provide support for all groups that use EUMC facilities and require A/V equipment. This policy is being established to protect EUMC's investments in A/V equipment, maintain said equipment, better assess future A/V needs, and to facilitate our support of other ministries.

Definition of A/V Equipment: All installed audio and video equipment within the Gathering Room and Sanctuary, as well as professional portable audio and video equipment (i.e. video cameras, portable sound systems, video projectors and screens, etc.). The automated systems in Ministry Center rooms B01 and 101 do not fall under this requirement due to their self-serve nature. If you need the extended A/V support available in B01 (i.e full sound board to support a band), this request form must be filled out and submitted.

Carted televisions and boom-boxes are not considered media equipment under this policy.

Persons Authorized To Use A/V Equipment: Only authorized users may operate A/V equipment. Authorized users are those persons who have been formally trained and/or approved by the Director of Multimedia Ministries. These persons, herein referred to as "techs," are fully responsible for setup and take-down of all A/V equipment. Techs are also responsible for proper documentation of problems with any A/V equipment while being used. Any problems must be documented in writing and submitted to the Director of Multimedia Ministries.

Requesting A Tech: Requests must be submitted in writing to the Director of Multimedia Ministries no less than two weeks prior to the event. Request forms may be picked up from the main office. (Forms are on the board above the printer next to the Facility Use forms.) Specific techs may be requested, but are not guaranteed. Also, a submitted request does not guarantee that a tech will be available. Every effort will be made, however, to support the needs of the church. Recurring weekly events, such as worship services, youth group, etc., need not submit requests.

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Multimedia Ministries Tech Request Form:

(Request Must Be Submitted At Least Two Weeks In Advance)

Today's Date: Date of Event: Times of Event:

Event:

Group Making Request:

Contact Name & Phone Number:

Location: (Check all that apply) Sanctuary Gathering Room
 B01 Other:

Number of People Attending Event: Request A Specific Tech: Yes:
 No, anyone will do.

Type of Support Needed: Audio Video Both

Media Being Used: (i.e. CD, DVD, PowerPoint Presentation, Microphones, etc.)

Other Information That May Help Us To Better Support Your Event:

Please Place Completed Forms In The Director of Multimedia Ministries' Box Across From Church Office or email to jmills@ebenezerumc.org