

PBS TECHNICAL NEEDS FOR THE SANCTUARY

Any Reservation for the Sanctuary that needs TECH Assistance must submit the Technical Needs upon Reservation submission. Failure to do so will delay your request until the needs are received.

Today's Date _____

Name _____

Email _____ Cell _____

Title of the Reservation _____

For example: Kindergarten Graduation

Type of Reservation Event Rehearsal Meeting

Date of Event | Rehearsal | Meeting _____

Beginning Time of Event | Rehearsal | Meeting _____ AM PM

Ending Time of Event | Rehearsal | Meeting _____ AM PM

TECH ASSISTANCE

Beginning Time for TECH Assistance _____ AM PM

Ending Time for TECH Assistance _____ AM PM

AUDIO | PRESENTER AUDIO | SOUND

Accompaniment Tracks | How will Tracks be relayed to TECH?

- ☐ Email to Parkviewav@pbcbr.org
- ☐ Bring on a Jump Drive to the TECH Department
- ☐ Internet Link _____
- ☐ Upload with Room Reservation Request

Music | How will Music be relayed to TECH?

Pre-service/Post-Service
Music Needed

- ☐ Email to Parkviewav@pbcbr.org
- ☐ Bring on a Jump Drive to the TECH Department
- ☐ Internet Link _____
- ☐ Upload with Room Reservation Request

EQUIPMENT | INSTRUMENTATION

- ☐ Acoustic Guitar | Enter Quantity Needed _____
- ☐ Bass Guitar | Enter Quantity Needed _____
- ☐ Electric Guitar | Enter Quantity Needed _____
- ☐ Extra Chairs for Instrumentalist | Enter Quantity Needed _____
- ☐ Full Drum Kit
- ☐ Guitar Stand | Enter Quantity Needed _____
- ☐ Keyboard
- ☐ Music Stand | Enter Quantity Needed _____
- ☐ Piano
- ☐ Other | _____

LIGHTING NEEDS

- ☐ Basic Stage & Room Lighting
- ☐ Full Creative Lighting (Reserved for special events)

MICROPHONES

- ☐ Microphone | Enter Quantity Needed _____
- ☐ Microphone Stand | Enter Quantity Needed _____

PRESENTATION NEEDS

DVD with Audio

- ☐ Delivery to TECH DEPARTMENT by what date _____

Graphic for Screen | Must be saved as .jpg or .png | Sized as 1920 X 1020 px

Date for Graphic to be sent to TECH _____

How will Graphic be relayed to TECH?

- ☐ Email to Parkviewav@pbcbr.org
- ☐ Bring on a Jump Drive to the TECH Department
- ☐ Internet Link _____
- ☐ Upload with Room Reservation Request

Lyrics Projected

Date for Lyrics to be sent to TECH _____

How will Lyrics be relayed to TECH?

- ☐ Email to Parkviewav@pbcbr.org
- ☐ Bring on a Jump Drive to the TECH Department
- ☐ Internet Link _____
- ☐ Upload with Room Reservation Request

PowerPoint Presentation | Must be saved as individual .jpg or .png | Sized 1920 X 1020px

Please do not send a .ppt or .pptx file.

Date for PowerPoint to be sent to TECH _____

How will PowerPoint be relayed to TECH?

☐ Email to Parkviewav@pbcbr.org

☐ Bring on a Jump Drive to the TECH Department

☐ Internet Link _____

☐ Upload with Room Reservation Request

Video played from the Internet

Internet Link _____

Is there any other information that the TECH Department should be aware of?
(You may add additional pages with notes)

***Any changes or cancellations to your reservation must be communicated electronically to Martha Long and Susie Austin prior to the reservation date. Email changes to martha.long@parkviewbaptist.com & nrizzi@pbcbr.org.**

FOR OFFICE USE ONLY

Date Received | _____

Approved by PBS | _____

Approved by PBC | _____

Entered into Shelby Tech _____ Initial _____

TECH REHEARSAL NOTES ON BACK OF PAGE