



## Media Ministry

New Beginnings United Methodist Church

THE UNITED METHODIST CHURCH

### Vendor/Presenter Request Form

Event Date: \_\_\_\_\_ Coordinator: \_\_\_\_\_

Submitted on: \_\_\_\_\_ Received by: \_\_\_\_\_

Set up time: \_\_\_\_\_ Ending time: \_\_\_\_\_

**Event Coordinator:** Please complete this form and return it to the Media Coordinator no later than **1-week** prior to the presentation date. We will try to accommodate every request; however, due to limited equipment certain activities may take priority over others. The following information must be completed in order to verify the available peripherals needed for the presentation or event.

Laptop Computer (If presenter will be bringing their own computer, please specify below)

PC (Windows 8 and up)

\*Microsoft Surface – Presenter will be responsible for providing a mini HDMI connector (Standard HDMI cable is available)

Mac (\*Presenter will be responsible for the display adapter connection from Mac laptop to projector)

Presentation will have a video or other needs for sound

Need a projector screen (in sanctuary only)

LG TV to be used as a Monitor display with standard HDMI connection

Microphone(s) Quantity \_\_\_\_\_

Handheld

Over the ear (1 available)

Lapel (1 available)

Podium

Presenter will use  CD  DVD  Flash Drive

Wireless Presentation Pointer/Presenter (Allows advancement for PowerPoint Slides)

Only Microsoft Office PowerPoint Version 97 \_\_\_\_\_ 2007 \_\_\_\_\_ 2010 \_\_\_\_\_ 2016

Need Internet access

Other \_\_\_\_\_