



OFBC Audio and Media Event Questionnaire

This questionnaire is designed to help us understand the audio and media needs of your event. The questions below will help in determining equipment needs and platform set-up. Please be as complete as you can with your answers.

AUDIO

1. Will there be any music involved in your event?

Yes

No (If Not, Skip to Question #6)

2. Will the music be played by an instrumentalist or by CD?

(**Note:** We are NOT able to utilize any cassette tapes.)

3. If the music is being play by an instrumentalist, what instruments do you plan to use? (This information is used when determining equipment needs.)

4. How many people will be singing? 5. Will you need platform monitoring? Yes No

6. How many people will be speaking at your event?

Platform Set-up

7. Will you be using the podium? Yes No

(Please do not move the podium yourself. The podium is connected to our audio system and needs to be moved by a member of our audio team.)

8. Will you be using the choir loft? Yes No

(Please note that the choir loft can be used "as is". Please do not move any items.)

9. Will you be using the piano? Yes No

(Please do not move the piano. The piano is connected to our audio system. Moving the piano could damage the floor and the audio connection.)



OFBC Audio and Media Event Questionnaire *Continued*

IMAG *(projection screens)*

10. Will you be displaying anything on the projection screens?

Yes No

(If so, an additional technician will be needed. Additional charges apply.)

11. Please indicate what you would like to have on the screens.

Song Lyrics

Videos (Must be in .mov format)

Pictures

PowerPoint Presentation

Other (Please describe in the space below)

Note: The audio and media technicians are supporting your event from an operational standpoint. They are NOT authorized to create videos, CDs and other presentations. All event presentations are to be prepared by those putting on the event. To ensure that all music, picture, videos and song lyrics can be used, all media used for your event **MUST** be submitted **one week** prior to your event. Failure to submit any media, within the proper timeframe, may result in not being able to use the media due to compatibility issues. The audio/media technicians have been given the authority to refuse any last-minute media.

By signing below, I agree to and understand the above statement.

Signature

Date