

Sound / Sanctuary Request Form

Please be aware that all Sound / Sanctuary Request Forms must be in 3 weeks before your event. This will ensure that the sanctuary may be available or alternative accommodations can be made in time. Also, not all sound / sanctuary requests will be approved, depending on availability and church functions. Generally, any church function or ministry will take precedent over outside events. Any requests submitted after a due date will not be accepted unless by special approval. If you have any questions or concerns, please contact the church office at 989-772-5681 or email office@pottershousefwc.org.

Today's Date _____

Name of Event _____

Event Contact Person _____ Phone _____

E-mail Address _____

Date of Event _____ Start Time _____ End Time _____

Please write the total number of each item that will be needed for this event:

Microphones: Lapel _____ Wireless _____ Hand held _____

Instrument lines: _____

Please list specific instruments below

Soundtracks: Cassette _____ CD _____ Projection System: PowerPoint _____ DVD _____

Does the platform need to be cleared off completely? Yes _____ No _____

This form should be turned into the church office at least 2 weeks prior to the event.

For office use only: Do not write below this line.

Sanctuary use \$ _____
Sound Tech \$ _____
Platform Cleared \$ _____
Cleaning Sanctuary/ foyer/ bathrooms \$ _____

Total \$ _____