



Pullen
Memorial Baptist Church

Audio/Visual Policy

Created 12/21

Audio/Visual Policy Overview:

The goal of the Audio Visual Policy is to share and maintain the audio/visual resources of Pullen. This policy seeks to serve the audio/visual needs of everyone using the equipment while ensuring the equipment is being used properly to ensure its longest use possible.

Standard AV Needs Includes 3 or less microphones, external music plug in. No manipulation/ adjustments may be made to the sound mixes. This includes turning the sound system on and turning up a microphone.

- No Charge
- Requires one of the following:
 - Visit to Pullen (during office hours) prior to event to meet with Communications Director to review A/V operations manual*
 - Pullen Staff Member who will be present at the event
 - Pullen Audio Visual Team Member Volunteer who will be present at the event**

**If you are not using a Staff Member or a Pullen Audio Visual Team member and damages occur to the equipment, you are responsible to cover the cost of fixing or replacing the equipment.*

Extensive AV Needs (includes anything beyond Standard AV listed above, such as band/instruments that require sound “mixing,” more than 3 microphone inputs, projector use, outside equipment*)

- Charges Apply:
 - Pullen Attender or Pullen Partners Use (Non-Church Event): \$100 per day includes 30 minutes of preparation prior to event and 15 minutes closing after event for a maximum of four hours, \$25/hour after).
 - Outside Group (Non-Church Event): \$200 per day, includes 30 minutes of preparation prior to event and 15 minutes closing after, event maximum of four hours, \$25/hour after)
 - Weddings: \$ 200, includes 30 minutes of preparation prior to event and 15 minutes closing after service) for the rehearsal and day of the Wedding.
- A Pullen Audio/Visual Team Member will be provided to run the A/V for the event**

Pullen is only responsible to use of equipment that we provide. If outside equipment is used, it must be approved at minimum one week prior to event, and must be staffed by a Pullen Audio Visual Team Member **and Provided staff that is familiar with outside equipment.*

***Based on availability of our Audio/Visual Team Members*

Audio/Visual Needs form:

Please complete this form before to submit Audio/Visual Needs. Our Communications Coordinator will follow-up with next steps to ensure the equipment is setup prior to the event.

Name of Event _____ Event Date: _____

Start Time of Event: _____:_____ End Time of Event: _____:_____

Event Contact: _____ Contact Phone Number: _____

Event Location:

- Sanctuary
- Finlator Hall
- Poteat Chapel

Standard A/V Needs:

Audio:

Number of Handheld Microphones: 1 2 3

Number of lapel Microphones: 1 2 3

How would you like the microphones setup? (Where will they be used on stage? I.E. Pulpit, lectern)

Plug ins:

- Instruments:
 1. _____
 2. _____
 3. _____

External Sound

Other Instruments to be used:

1. _____
2. _____
3. _____

Extensive A/V Needs:

Audio:

*Number of Handheld Microphones: 1 2 3 4 5

**Availability depends on space used.*

*Number of lapel Microphones: 1 2 3

**Availability depends on space used*

How would you like the microphones setup? (Where will they be used on stage? I.E. Pulpit, lectern)

Plug ins:

Instruments:

1. _____
2. _____
3. _____

External Sound

Other Instruments to be used:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Visual:

Projector Setup

Video to be played

Slideshow