

Sound System Request Form

Name: _____	Today's Date: <u>July 18, 2012</u>
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Phone: _____	email: _____
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Name of Event:	Date sound system is needed: _____ Start time: _____ Finish Time: _____
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Location: Check all that apply (note: you must reserve your location separately)

<input type="checkbox"/> Parish Center Gym <small>(note: to reserve the gym contact Joe Brittelli)</small>	<input type="checkbox"/> Multipurpose Room (MPR) <small>(note: to reserve the MPR contact Tammy Merriweather)</small>
<input type="checkbox"/> Parish Center Lobby <small>(note: to reserve the lobby contact Judy Blair)</small>	<input type="checkbox"/> Other (please list)

Equipment Needed: Check all that apply

<input type="checkbox"/> Corded Microphone and stand Quantity needed _____	<input type="checkbox"/> Wireless Microphone Quantity needed _____ <small>(Note: limit 2 in the gym and 1 in lobby and other locations)</small>
<input type="checkbox"/> Wireless Lavalier with Microphone attached to an ear type headset Quantity needed _____ (Limit total of 2 lavalier microphones)	<input type="checkbox"/> Wireless Lavalier with Microphone attached via a clip Quantity needed _____ (Limit total of 2 lavalier microphones)
<input type="checkbox"/> CD Player	<input type="checkbox"/> iPod connectivity (request does not include an iPod)
<input type="checkbox"/> Laptop Connectivity (this request does not include Laptop if needed contact the Technology Office x625 for reservation)	<input type="checkbox"/> Projection Screen <small>(note: to reserve a screen contact Joe Brittelli)</small>

Please email completed form to Joseph.Brittelli@incarnation.catholic.org or drop the form off at the Parish Offices attention Joe Brittelli 2 weeks prior to your scheduled event.