

# BV S&S Program Set Up Request Form

Please submit this form at least one week in advance of the program.

**NOTE:** Please attach *program notes* including speaker order, agenda, etc.

Program Title: \_\_\_\_\_

Program Time, and Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Coordinator phone number: \_\_\_\_\_

Rehearsal Time, and Date: \_\_\_\_\_

## Lectern Info:

- ✓ Lectern Needed?:-----Yes-----No
- ✓ Lectern Location?----- STAGE-----FLOOR
- ✓ Lectern Position?----- LEFT-----CENTER----RIGHT

## Music Info:

- ✓ Piano-Organ Needed?:-----Yes-----No (If Yes, please circle option)
- ✓ Piano Location?----- STAGE-----FLOOR
- ✓ Piano Position?----- LEFT-----CENTER----RIGHT
- ✓ Special Music Setup (Please note below or attach info)

Required platforms and locations: \_\_\_\_\_

Number of microphones needed: \_\_\_\_\_

Note microphone locations: \_\_\_\_\_

Note any special lighting requirements: \_\_\_\_\_

## Special Requirements:

- ✓ DVD-CD-Flashdrive Playback Needed?:-----Yes-----No (If Yes, please circle option)
- ✓ Computer Projection Needed?:-----Yes-----No
- ✓ BVTV Broadcast?:-----Yes-----No
- ✓ Program Recording Copy Needed?:-----Yes-----No
- ✓ Copy Format? Flash Drive -----DVD----- Number of copies requested? \_\_\_\_\_

Other special requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** Be sure to inform Maintenance Staff regarding room arrangements: number of seats required, seating arrangement, tables, platforms, etc.