

# Audio/Video Request Form

Rev 8/07

## Instructions:

1. Fill out all fields of this form.
2. Submit to Demetrius Robinson by 1) In person, 2) Drop in Demetrius Robinson's church mail slot, 3) Email to [drd@drmixstudio.com](mailto:drd@drmixstudio.com) (best method for a quick response)
3. Please note to submit this form **at least 1 month prior to the event** to minimize technical issues during the event.

## Please fill in the following:

Today's Date \_\_\_\_\_

Event Name \_\_\_\_\_

Submitter \_\_\_\_\_

Submitter Phone Number \_\_\_\_\_

Contact for Event Coordination \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Description of Event \_\_\_\_\_

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What do you need from the Audio/Video team? \_\_\_\_\_

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