



**St. John Neumann A/V Needs Sheet**

Date of Event: \_\_\_\_\_

Event Start and End Time: \_\_\_\_\_

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

Tech Contact: \_\_\_\_\_

Tech Contact Phone #: \_\_\_\_\_

Tech Contact Email: \_\_\_\_\_

Event Location (circle one):    Church                  FFC Upstairs    FFC Classroom #\_\_\_\_                  Other

Needs Circle Yes / No):    Computer Audio Hookup (1/8" or Headphone Plug)    Yes / No

Computer Audio/Video Hookup (HDMI)    Yes / No

Computer Video Hookup (VGA)    Yes / No

Handheld Microphone    Yes / No

Clip-on / Headset Microphone    Yes / No

OTHER: \_\_\_\_\_

Please submit this form to Bob Buzenski, [rbuzenski.saintjohn@gmail.com](mailto:rbuzenski.saintjohn@gmail.com) a minimum of 2 weeks prior to your event date. Contact Bob with questions about using A/V equipment at St. John Neumann.