



MULTIMEDIA REQUEST FOR SERVICE FORM



Welcome to the Multimedia Department (MMD) Request for Service (RFS) Form.

Please ensure that you complete all sections accurately using ticks where appropriate. Please use the 'Additional Information' section for other details not captured elsewhere. Thank you for choosing Jesus House Multimedia.

GENERAL OPERATIONS

PRODUCTION MANAGEMENT AND TEAM COORDINATION

Name of performance / event:

Date(s) of performance / event: Start time: Duration (hrs):

Is it a recurring event? Yes Please specify by highlighting: Daily / Weekly / Monthly / Annually No

Does the event require any rehearsals or dry runs? Yes No

If yes, please provide date(s):

Please state the location(s) i.e. venue & room(s) of the event:

Type of performance / event: Spoken Word On stage Spoken Word Off stage Musical / Concert
 Drama / Dance Other - please specify:

Number of different performing groups / acts:

Name(s) of Speaker(s) / Artiste(s):

SOUND ENGINEERING

LIVE AUDIO MIXING AND RECORDING

What musical instruments, if any, will you require/be using?

Are you bringing an audio backing track? Please highlight preferred option: Yes CD / MP3 Player / Laptop No

Preferred microphone type: Cordless Handheld Corded With a stand Lapel / Headset

Please provide any additional information regarding your **Sound Engineering** requirements:

VISUAL PROJECTION

CREATION AND DISPLAY OF GRAPHICS & VIDEO CONTENT

What is the nature of your screen presentation? DVD Video VHS Video PowerPoint Presentation
 Website Songs / Bible Other:

Does your presentation have any audio content? Yes No

If you are running a computer-based presentation, would you prefer for it to be: Self-operated by the Speaker (at the stage) Operated for you by us (at the control desk)

Please provide any additional information regarding your **Visual Projection** requirements:

TELEVISION MINISTRY

VIDEO RECORDING AND POST-PRODUCTION

If you require the event to be video recorded, please state the purpose:

Will there be multiple filming locations or rooms? Yes No

Please provide any additional information regarding your **Television Ministry** requirements:



MULTIMEDIA REQUEST FOR SERVICE FORM



LIGHTING & STAGE

MOOD & EFFECTS LIGHTING AND STAGE MANAGEMENT

Do you require synchronised stage and/or hall lighting?

 Yes No

Please describe your ideal lighting requirements:

Do you require any modification to our standard stage layout?
e.g. for a musical or drama production

 Yes No

If yes, please provide further information:

Please provide any additional information regarding your **Lighting & Stage** requirements:

WORD MILL

AUDIO, VIDEO & ONLINE DISTRIBUTION OF THE WORD

Do you require media production for this event?

 Yes

Pls answer ff. questions

 No

Pls ignore ff. questions

Will the produced media be sold?

 Yes No

Will you be providing artwork for disc printing?

 Yes No

Will you be providing artwork for case inserts?

 Yes No

Which of these do you require?
(Please also state quantities)

CD Audio

DVD Video

MP3 Audio

Other - please specify:

Please provide any additional information regarding your **Word Mill** requirements:

ADDITIONAL INFORMATION

Please provide any additional information that may help us better understand your requirements or that you think may be of significant importance:

EVENT ORGANISER(S)

Name(s) of Event Organiser(s):

Preferred Telephone Number(s):

Ext:

Preferred Email Address(es):

Form Completion Date:

AFTER COMPLETING THIS FORM

Please ensure that your completed form is *received* by the **MMD Administrator** at least **3 weeks** before your event. This allows us to plan, assign personnel and hire equipment if necessary. Failure to meet this deadline will mean that we are unable to *guarantee* all your requirements will be met.

Please send the completed form to the MMD Administrator by email to: multimedia@jesushouse.org.uk using "**Multimedia RFS Form**" as the email subject header. Please note that this is the only approved way to submit this form. If you do not hear back within 1 week, kindly call **020 8438 8285**.