

**REQUEST FOR AUDIO RECORDING FORM**

*(This form is to be completed if you wish to have the necessary equipment at your event so that speaker messages can be recorded.)*

**Please complete this form and email copies to Arlan Peterson [arlan\\_devildog@yahoo.com](mailto:arlan_devildog@yahoo.com) and Marco Villar [mvillar@evergreenc.com](mailto:mvillar@evergreenc.com) .**

**Person making request:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**EVENT INFORMATION**

**Name of event:** \_\_\_\_\_

**Date of event:** \_\_\_\_\_

**Time of event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**EQUIPMENT REQUEST**

a. Will there be musicians or a worship band performing at your event?

- Yes
- No

b. If yes, do you know whether or not a soundboard has been requested?

- Yes it has been requested\*
- No it has not been requested
- I don't know

\* (Media Center will confirm whether recording(s) can be completed through soundboard.)

c. Please complete the information below so we will know how many speakers are speaking and whether they will be speaking in different rooms. Also indicate whether the speaker will be having a question and answer time as a part of their message.

Name of Speaker	Time Speaking	Room Location	Q & A Time
<i>Ex:</i> Mark Bowen	10:00 a.m. – 11:30 a.m.	Classroom 201	Yes No DK
Mike Langlois	10:00 a.m. – 11:30 a.m.	Main Auditorium	Yes No DK
			Yes No DK
			Yes No DK
			Yes No DK
			Yes No DK

d. If persons other than Evergreen pastors are speaking at your event (including anyone giving a personal testimony) make sure that the speakers have signed an Evergreen Speaker Release Form. Available on the web at [Evergreen Toolbox](#)

e. Do you want the message(s) recorded at your event made available on the web through the Media Center and by order through the Media Center (on tape or CD from [mediacenter@evergreenc.com](mailto:mediacenter@evergreenc.com) or 952-895-0887 ext. 112)?

Yes – on the web and by order

Yes – by order only

Yes – on the web only

No

f. If yes, above, please complete the information below. If you do not know this information now, please submit it with the recording(s) after your event.

Name of Speaker	Title & Description of Message	Length
<i>Ex:</i> Mark Bowen	Why I Need Prayer to Live	60 min.
Mike Langlois	The Most Powerful Verse in the Bible – If You Believe It	60 min.

**THANK YOU FOR COMPLETING THIS FORM; please print yourself a copy and email copies to Arlan Peterson AND Marco Villar. One of them will confirm with you, the audio recording equipment needed for your event.**

**Equipment:** If not using a soundboard for recording(s); the church has five portable Marantz CD recorders with cable and microphone. Availability is based on a first come, first served basis. Each recorder comes in a case with written operating instructions. One of the five recorders comes with a wireless handheld kit so that question & answer sessions may be recorded.

All equipment should be handled with care and should be transported and stored, when not in use, in a secure manner. All equipment should be returned to the church office, to the attention of Marco Villar as soon as possible after the completion of your event (**within 48 hours**).