



**FBCC Audio & Visual (A/V) Team:** Our dedicated technicians operate sound, lights and video for regular worship services and special events like musicals & concerts.

**Audio:** Our sound technicians are responsible for sound reinforcement.

**Lighting:** Lighting operators control the house and stage lighting.

**Video:** Our Video team is responsible for what gets put up on the projection screens in the worship Center.

**AV Volunteers:** Interest to join our A/V team, contact: Media Deacon for training.

## **Audio & Visual (A/V) Equipment Usage & Reservation Guidelines**

### **I. General Procedures for ALL Uses of A/V Equipment**

- A. When reserving Bldg. 1: Gym ; Bldg. 2: Chapel, A157 ; Bldg. 3: MP1, MP2 & Lecture Room, if A/V is needed, please follow the A/V equipment usage guidelines.
- B. The A/V equipment requested needs to be reserved 2 weeks prior to the event date by submitting this "**A/V Equipment Usage & Reservation Form**" to the Church Administrator.
- C. A/V Team is not responsible for the setting up of projectors and other sound equipment for church related meetings during the week or non-church-wide events. Prior arrangement with the Church Administrator is needed for such non-church-wide events. A/V training can be arranged to train church ministry appointed A/V operator(s) for events like Thursday Senior Center activity etc.
- D. Equipment will be reserved on a first come, first served basis.
- E. Equipment cannot be removed from these rooms. Portable equipment is available.
- F. **ALL A/V equipment like mics, cables, etc must be returned to proper storage area.**
- G. **The stage & AV room must be restored to original settings ready for the next user.**
- H. FBCC reserves the right to deny subsequent request.

### **II. Procedures for Use by FBCC Ministry**

- A. The A/V operator(s) of the reserving church group must be a FBCC approved A/V team member(s).
- B. Church Groups can be from any church ministry e.g. Mandarin, Senior, Children, Women Ministry etc. FBCC Co-Sponsored ministries e.g. CCIUSA, New Heart, MER, HCCBA & AFC (with a pastoral staff sponsorship) also fall in this category.
- C. The equipment may not be used in any way other than what is covered in a FBCC A/V operator training session. This restriction includes but is not limited to, disconnecting / reconnecting the cables and / or wires of the sound system.
- D. Any damaged or missing items, this group using the equipment will be responsible to report to the Church Administrator via the group's event coordinator. Failure to report or using equipment responsibly will lead to denial of subsequent request.

### **III. Procedures for Use by NonChurch Organizations**

- A. Outside organizations and groups such as weddings & non FBCC co-sponsored organizations using FBCC facility are required to have a **FBCC approved A/V team member** present at the event. If you know such person, he/her may volunteer his/her service. DO NOT assume *requesting* A/V support equals *booking* A/V support. All outside requests for A/V needs must go through the Church Administrator.
- B. If no FBCC approved AV operator able to volunteer, you will need to arrange & pay for AV service from a FBCC list of freelance AV operators. Charges include setup and teardown time.
- C. This group using the equipment will be fiscally responsible for replacing any damaged or missing items and report to the Church Administrator via the group's event coordinator.

Revised 3/16/16 Lena Yang



**Audio & Visual (A/V) Equipment Usage & Reservation Form**

Will FBCC Sound system be needed? \_\_\_\_\_ If yes, what is needed?

\_\_\_\_\_

Sound System requested in (include dates):

Building 1: \_\_\_\_\_ Gym \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Others, specify: \_\_\_\_\_

Building 2: \_\_\_\_\_ Chapel \_\_\_\_\_ A157 \_\_\_\_\_ Others, specify: \_\_\_\_\_

Building 3: \_\_\_\_\_ MP1 \_\_\_\_\_ MP2 \_\_\_\_\_ Lecture Room

Number of Microphone(s) \_\_\_\_\_ Handheld \_\_\_\_\_ Headset

Will there be a Power Point at event: \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, Event coordinator needs to have speaker's PPT ready for AV operator before event begins.

Translation needed: \_\_\_\_\_ YES \_\_\_\_\_ NO

Audio & Video Recording service not available for NonChurch Organizations.

Will event be Audio recorded? \_\_\_\_\_ If YES, verify with guest speaker (s).

Will event be Video recorded? \_\_\_\_\_ If YES, verify with guest speaker (s).

Need video memory? \_\_\_\_\_ If YES, return before \_\_\_\_\_.

Does guest speaker(s) need a copy of recording? \_\_\_\_\_ If YES, will recording be uploaded to FBCC website? \_\_\_\_\_ If YES, verify with Guest speaker (s).

Group/Organization Name: \_\_\_\_\_

Group/Organization Event Coordinator Name: \_\_\_\_\_

Event Coordinator's Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Date of Event: MM\_\_\_\_/DD\_\_\_\_/YY\_\_\_\_ Time of Event: Start Time\_\_\_\_ to End Time\_\_\_\_

Date of Event: MM\_\_\_\_/DD\_\_\_\_/YY\_\_\_\_ Time of Event: Start Time\_\_\_\_ to End Time\_\_\_\_

Initial

**On behalf of the above named group or organization, I signify that the above FBCC A/V Equipment Usage & Reservation Guidelines will be followed and that **FBCC will be reimbursed for equipment damage attributable to our use.****

Event Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR FBCC OFFICE USE:**

Name of FBCC approved A/V Operator(s) to be present at event: \_\_\_\_\_