

Sicklerville United Methodist Church (SUMC)
MEDIA MINISTRY

When requesting support from the SUMC Media Ministry (Sound Room) there are several options you can choose from.

In the Sanctuary:

- 1) “Unattended mode” – In this arrangement you can turn on the sound system for the sanctuary by flipping two switches located next to the sound room doors. This is normally used for practice by groups or vocalists, or small meetings / weddings where there is no need for elaborate sound. This setup provides you with the following:
 - a) A Tape Deck and CD Player (located on top of the organ, both are play only)
 - b) A vocalist microphone (located next to the organ)
 - c) All microphones in lofts and Lectern and Pulpit microphones
 - d) All main sanctuary speakers
 - e) All monitorsThere is a direction sheet just above the switches on how to operate the equipment.

- 2) “Attended mode” – In this arrangement you would have the support of a trained sound room person that would help arrange and setup available equipment. This arrangement is used during all services, for normal to large meetings / weddings and special events. This setup can provide you with all equipment listed under “Unattended mode” plus the following:
 - a) Higher quality Tape Deck and CD Player
 - b) Tape Deck for recording
 - c) Sound Effects (echo/reverb) unit for vocals
 - d) Additional standard microphones
 - e) Wireless Lapel and hand held microphones
 - f) Standard and boom type microphone stands
 - g) Support of other equipment / instruments that may be brought in such as: keyboard, guitar, etc.

Outside Sanctuary:

- 3) “Plus mode” – In this arrangement you would have the support of one or more trained sound room person(s) that would help review your needs and help define what is available and doable with what SUMC has. They can also suggest how you could obtain any added equipment you may need. This arrangement is normally used when SUMC groups perform at other locations or the activity you are doing goes beyond the SUMC sanctuary (i.e. outdoor activity, fellowship hall, other church).

Please complete the attached form to the best of your ability. If you select option two or three, a sound room person will be assigned and contact you to help make the needed arrangements. Please provide us with this information **at least two weeks prior to the event if not sooner**. Thank you very much for your support to help us keep things organized.

Service Request Form

Date and time of event: _____

Group name, contact, and phone number: _____

Type of event (wedding, show, other): _____

Number of singers and instrument they will use as accompaniment (i.e. One vocalist with CD):

Do you require Tape or CD background: Yes No

- How many selections: _____

- Titles and where used: _____

- Will tapes be cued (at correct place) and labeled: Yes No

- Are any special effects needed: Yes No Type: _____

Is a microphone needed at the piano: Yes No

Will you be bringing in equipment (amps, keyboard, guitar, etc): Yes No

If yes, what will it be: _____

Additional Information: _____

Submitted by: Name: _____ Phone: _____

Please give this form to Sue Bowen or put it in the Media Ministry mailbox at SUMC and call her to let her know it is there. For added help please contact Sue Bowen at (856) 697-1491.