



New Home Baptist Church  
8320 Landover RD  
Landover, MD 20785  
Office: 301-773-8100  
Website: [newhomebc.org](http://newhomebc.org)

## Equipment Reservation Request Form

Ministry \_\_\_\_\_ Date \_\_\_\_\_

(PLEASE PRINT LEGIBLY)

❖ All requests for audio/video equipment and set up must be submitted at least 2 weeks before the date of the event.

Date needed \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Phone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Type Event (outdoor service, workshop, wedding, etc.) \_\_\_\_\_

Where will event take place? \_\_\_\_\_

Comments or Special Instructions: \_\_\_\_\_

Approval: Ministry Head \_\_\_\_\_ Date \_\_\_\_\_

### For Media Office Use Only

What type of equipment is needed? (Check all that apply)

- |                                                |                                                |
|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Microphones (number)  | <input type="checkbox"/> Projection Screen     |
| <input type="checkbox"/> CD/DVD (sound track)  | <input type="checkbox"/> Portable PC Projector |
| <input type="checkbox"/> Video Recording       | <input type="checkbox"/> Audio Recording       |
| <input type="checkbox"/> Other equipment _____ |                                                |

Received By \_\_\_\_\_ Date \_\_\_\_\_

Assigned To \_\_\_\_\_

Has the submitting Individual/Ministry been contacted? \_\_\_\_\_ Yes \_\_\_\_\_ No

Approval: Media Ministry \_\_\_\_\_ Date \_\_\_\_\_

[SUBMIT FORM](#)