

**Christian Renewal Center
Audio/Visual
Check-in/out**

Group Name _____

Arrival Date _____

Departure Date _____

Contact Name _____

Contact Number _____

Location	# of Microphones	# of Mic. Cables	# of Mic. Stands	# of ipod Cables
Eugene Hall				
Oblate Hall				
Marian Hall				
Gerard Room				
Chapel				

- Music stands are not provided.
- Each room has a podium microphone already set up.

Special Request: *Please indicate the number that you require. Please note the number in parenthesis is how many we have in inventory.*

____ Wireless Lapel Microphone (1)

____ Wireless Handheld Microphone (1)

____ Instrument Cables with ¼" plugs (4)

____ Direct Boxes (2)

____ LCD Video Projector and cable **must provide your own laptop

Check out date _____

Contact Initials _____

Staff Initials _____

Check in date _____

Contact Initials _____

Staff initials _____

Please note any equipment failures that might occur during your visit in the notes below. Example: a microphone cable failed.

Special Notes: