

# Cedar Hills Community Church

## Worship Technology Team

6455 "E" Avenue NW  
Cedar Rapids, Iowa 52405

UPDATED 1/2008

### **Multi-purpose Room/Gathering Place Technology Needs Policy**

All events using the MPR or Gathering Space that are in need of technology assistance must fill out the attached form. The form must be turned into the church office one month before the event or, if a wedding, with all other documentation. *A wedding and reception planning cheat sheet is attached for those planning weddings or receptions at CHCC.*

#### **TECHNOLOGIES:**

Before completing the attached form, please consider your needs and the availability of technology in these two locations:

Type of technology	Multi-purpose room	Gathering Space
Voice reinforcement (microphones)	Yes	Yes
CD	Yes	N/A
DVD/VCR – Video	Yes	<i>See Mobile Cart</i>
Adjustable lighting options	Yes	N/A
Mobile technology carts (TV with DVD and VHS or Video Projector with DVD andVGA connector)	Not recommended	Yes
Live audio “overflow” feeds	N/A	Yes
Audio (CD) recording	Yes	<b>No</b>
Video (DVD) recording	<b>No</b>	<b>No</b>
Reception DJ services	<b>No</b>	<b>No</b>

#### **NOTE:**

*We do not have the equipment necessary to provide DJ services at receptions held in the church. If you wish to have a DJ, you will need to provide your own. Please work with them to be sure that their music and presentation are appropriate for a church setting. We do not offer video recording services. If you would like to record a video of your wedding you may hire a video company or use a personal camera. CHCC worship technology personnel are not able to provide a camera operator.*

#### **FEES:**

**For church-sponsored events**, including meetings, worship events, dinners and workshops, there is no fee for Worship Technology Team services. However, **church event planners are encouraged to recognize your technical worship team volunteer with a small gift, gift certificate and/or a note of appreciation.**

**For funerals**, there is no charge for technician services for funerals of church members/attendees or their families. However, the family may make a memorial donation to Cedar Hills Community Church to recognize the efforts of the volunteers

who are serving at the service. If the family wishes to provide a gift to the volunteer serving, that is allowed, but not required. Non-members (who don't have a family member attending or as a member of the congregation) will be charged \$30 for sound services at the memorial event, \$50 for video/audio overflow services, and an additional \$15 for video playback or other technology offerings.

**For weddings and non-church sponsored events**, the following fee charts apply. Weddings for church members and their immediate family members will be charged **HALF** of the listed price. Other events are all at full price.

Type of technology	Multi-purpose Room (MPR)	Gathering Space (GS)
<p><b><i>Sound reinforcement system</i></b>  <b>In multi-purpose room</b>, this includes two hours of operation of microphones, CD player and speaker system. It also includes up to one hour of rehearsal, if any. Additional hours are \$10 each.  <b>In Gathering place</b>, this includes only the set-up and initial testing of equipment. There will not be an on-site audio operator during your event unless requested (\$20 for two hours).</p>	<p>\$100.</p> <p>If you plan to use the MPR sound system, you <u>must</u> have a technician on duty.</p>	<p>\$40. (includes set up and testing before event, does not include an on-site operator during event)</p>
<p><b><i>Video Playback</i></b> – PowerPoint, DVD, VCR or Computer (MPEG-1, MPEG-2, MPEG-4) Video playback on the projection screens. Includes two hours for event and a one hour rehearsal, if any. Additional hours are \$5 each. There is a formatting charge if the items for playback are not provided on a DVD, VCR tape or as an MPEG or PowerPoint file.</p>	<p>\$40.</p> <p><i>\$50 formatting charge will be added if you provide materials that are not in one of the formats listed here.</i></p>	<p>N/A</p>
<p><b><i>Lighting</i></b> – Custom lighting: Lighting adjustments during the event (to highlight soloists, dim lights for videos, etc.) Includes setup and a technician for two hours on event day and a one hour rehearsal, if any. Additional hours are \$20 each.</p>	<p>\$200.</p>	<p>N/A</p>
<p><b><i>Mobile technology</i></b> – TV, VCR, DVD carts for use during event. No technology team member will be present to operate them, but can train a user before the start of the event.</p>	<p>No charge if using sound reinforcement system. Otherwise, \$30.</p>	<p>No additional charge if using sound reinforcement system. Otherwise, \$30.</p>
<p><b><i>Overflow audio</i></b> (providing audio and video services to another room in church)</p>	<p>N/A</p>	<p>Free if fed to the Gathering Space</p>
<p><b><i>Recording services</i></b> – Audio CD</p>	<p>\$30 for first copy, \$10 additional copies</p>	<p>Not available</p>

# Cedar Hills Community Church

## Multi-Purpose Room Wedding Planning Cheat Sheet

What to consider if you're planning a wedding in the CHCC multi-purpose room/sanctuary

Items to consider	What you'll need to check on the needs request form	What it will cost ( <i>CHCC member rate is half price</i> )
<p><b>Do you want a sound system?</b> If you're using the MPR, it's highly suggested. If you have more than 20-30 people in the room, a system is necessary to hear spoken voices over the ambient noise of the room.</p>	<p>- If you want to use the sound system, you'll need to select the sound reinforcement system from the MPR list. You must have a sound technician on-duty to use the MPR sound system.</p> <p>- If you want CD music playing at anytime, please select "CD playback"</p>	<p>The fee to have a sound technician attend the rehearsal and service is \$100. There is no additional charge for CD playback during the wedding.</p>
<p><b>Do you want to show a video or pictures of the couple before, during or after the wedding?</b> Many couples like to show a montage of pictures before or after the service. Some like to use it during the service (ie: during soloists). The computer system that feeds the screens in the MPR does not display like a standard windows computer, so you need to create a movie file or PowerPoint in one of the formats mentioned to the right.</p>	<p>-If you do wish to use the big screens in the MPR select DVD or VCR playback, if your materials will be in one of those formats. If your materials are in MPEG or PowerPoint, select "Computer Video" playback.</p> <p>- <i>Note that if your material is not provided in one of these formats, there is an additional formatting charge.</i></p>	<p>There is a \$40 charge to use the projection screens during the service.</p> <p><i>If materials are not provided in the standard formats listed to the left, there will be an additional \$50 charge due BEFORE the wedding ceremony to create a file that will work.</i></p>
<p><b>Are you expecting a crowd larger than the MPR can handle?</b> The MPR can handle about 500-600 people, but if you need overflow audio for the Gathering Space, that is available</p>	<p>- Select "overflow audio feed to..." and enter "Gathering Space" to send the sound in to the gathering area.</p>	<p>If needed, this is provided at no additional charge.</p>
<p><b>Do you want special lighting?</b> Most weddings utilize our standard wedding lighting. If you want "scene changes" during the service, you'll need custom lighting</p>	<p>- Select "Lighting – Custom lighting with adjustments." A lighting technician will contact you a few weeks before your event to discuss your needs.</p>	<p>There is a \$200 fee for this service to cover the programming and aiming of lighting and for an operator during the rehearsal and wedding.</p>

# Cedar Hills Community Church

## Reception Planning Cheat Sheet

What to consider if you're planning a reception in the CHCC Gathering Space or MPR

Items to consider	What you'll need to check on the needs request form	What it will cost ( <i>CHCC member rate is half price</i> )
<p><b>Do you want a sound system?</b>            If you're using the MPR, it's highly suggested. If you have more than 20-30 people in the room, a system is necessary to hear spoken voices over the ambient noise of the room.</p> <p>Large crowds in the gathering space won't be able to hear toasts, etc. You may wish to have a microphone available.</p> <p><b>NOTE: NO DJ SERVICES ARE AVAILABLE THROUGH CHCC!</b></p>	<p>- If you want to use the sound system, you'll need to select the sound reinforcement system from either the MPR or GS list depending on where you plan to hold your reception. You must have a sound technician on-duty to use the MPR sound system. The GS system includes a single microphone and stand on a long cord. No CD playback is available.</p>	<p>If the MPR is being used, there's a \$100 fee.</p> <p>There's a \$40 charge for setup of a microphone system in the gathering space.</p>
<p><b>Do you want to show a video or pictures during the reception?</b>            Sometimes, people will have created a special video or picture montage.</p> <p>If you're using the MPR for your reception and want to use the big screens, you'll need to have a video technician on site to operate the system.</p> <p>If you prefer, we have a TV/DVD or projector system available for rental in the GS or MPR. CHCC technicians will set up the system.</p>	<p>-If you do wish to use the big screens in the MPR select DVD or VCR playback, if your materials will be in one of those formats. If your materials are in MPEG or PowerPoint, select "Computer Video" playback.</p> <p>- If you want the projector or a TV cart set up, please select "Mobile Technology Cart" from the list for the room you are planning to use.</p>	<p>There is a \$40 charge to use the MPR projection screens during a reception (as well as the sound technician fee of \$50.</p> <p>There is a \$30 setup and rental charge for a mobile technology cart.</p>

# Cedar Hills Community Church

## Event Technology Needs Request Form

UPDATED 1/2008

Event: \_\_\_\_\_

Requester \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date (if any): \_\_\_\_\_ Time: \_\_\_\_\_

- 
- Event type (choose one):  Wedding  
 CHCC Church sponsored event  
 Non-CHCC and Non-religious events  
 Other, describe please \_\_\_\_\_

- 
- Yes, we're using the Multi-Purpose Room (MPR) (if yes, select equipment needed)

In need the following equipment/support in MPR for my event

- Sound reinforcement system
  - CD playback
  - DVD playback
  - VCR playback
  - Computer video (MPEG-1, 2, 4)/ PowerPoint playback
  - Lighting – Custom lighting with adjustments
  - Mobile technology carts (TV/VCR/DVD or PROJECTOR/DVD)
  - Overflow audio feed to \_\_\_\_\_ (enter room name or number)
  - Audio recording to CD \_\_\_\_\_ copies requested
- No, we're not using the Multi-Purpose Room (MPR)

- 
- Yes, we're using the Gathering Space (GS) (if yes, select equipment needed)

In need the following equipment/support in GS for my event

- Sound reinforcement system
  - Mobile technology carts (TV, VCR, DVD, etc.)
- No, we're not using the Gathering Space (GS)

**After turning in this form, a worship technology team coordinator will contact you to discuss fees (if applicable) and to determine additional details.**

***Please turn this form into the church office no less than one month before your event. If your event is a Wedding, the form must be turned in with all other materials.***

***Forms turned in less than one month before the event date will be at risk for reduced services based on technician availability.***

If you need help completing this form, contact Scott Drzycimski at 786-7550 or your wedding coordinator.

FOR COORDINATOR USE ONLY

Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Paid \_\_\_\_ Paid @ Event \_\_\_\_\_