



Audio/Video Request
St. Mother Teresa of Calcutta Catholic Church

(951) 325-7707

Request **MUST** be turned 2 weeks prior to the date needed to allow for proper coverage. Please return completed form to Gladys Hall - ghall @smtoc.church or fax to (951)325-2306 or bring to parish office.

Submitted By: _____

Date: _____

Ministry/Organization: _____

Telephone: _____

Email: _____

Event: _____

Date/s Requested: _____

Equipment Requested—Please check all that apply:

- ◇ Microphones
- ◇ Video Projector/Power Point
- ◇ Sound System
- ◇ Other: _____

Office Use Only

Date Received: _____ via: Drop-Off Fax Email

Received by: _____

Approved by: _____

Notified AV Ministry: Y N Name of Contact: _____

Notes: _____

