



**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 Ann Berkshire: [aberkshire@smtoc.church](mailto:aberkshire@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: \_\_\_\_\_

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**Office Use Only**

Date Received: \_\_\_\_\_ via:    Drop-Off    Fax    Email

Received by: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Notified AV Ministry:**    Y    N    Name of Contact: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_