



SOUND MINISTRY COVERAGE FORM

Date of Event _____

Name of Event _____

Hours of Event _____

Sound Check (3 hours in Advance) _____

Equipment Set up (List Equipment to be set up)

Specify how many musicians/How many keyboard setups _____

Will Service be recorded on CD? _____

of Copies Requested _____

Specify Equipment Needed:

of Microphones _____

of Stands _____

Agenda/Line Up _____

please use box below to add additional
event details if needed

Memorandum



To: Special Events Ministry
CC: Dr. Mark T. Jones, Sr.
From: Elder Willie Weems
Date: 8/3/2009
Re: Sound Ministry Coverage Procedure

It is the Sound Ministry's endeavor to bring the spirit of excellence to all areas of the ministry. This memo is to inform the Special Events Ministry of the new procedure for requesting Sound Ministry coverage needed for all conferences, concerts or special events.

Effective immediately, the attached form must be submitted to the Sound Ministry with all pertinent information. To assure proper coverage we are requesting Advance Notification to be submitted to the Sound Ministry 2 weeks in advance.

The following information needs to be provided in order to assure proper coverage:

- Date of Event/Name of Event
- Hours of Event
- Sound Check Request/Equipment Set up (Must be 3 hours before event)
- Will service be recorded on CD?/# of copies needed if selling
- Specify Equipment Needed (microphones, stands, keyboard etc)
- Will Event Require Live Music-or- Cd(s)
- Submit Event agenda-Line up of service 1 week in advance

We look forward to capturing new excellence in this season and serving you better in the Sound ministry.

Be blessed,

*Elder Willie Weems
Sound Ministry Administrator*

WW/rf