

Technical Support Equipment Acceptable Use Policy

This policy is an amendment to Wesley United Methodist Church's Computer Resource Acceptable Use Policy.

The projection systems consist of projector(s), screen(s) laptop computer(s) all cables and connectors and network cards.

The sound systems consist of tape decks, CD players, and sound equipment in sound room, amplifiers, speakers, microphones and stands and all audio cables.

The use of the projection and sound system equipment is intended strictly for church functions on church property. Exceptions must be approved two weeks in advance by Trustees.

These systems are to be operated by members of the "Technical Support Work Area" aka "Tech Support Team". This team will consist of a team leader who is responsible for training and scheduling for services, and at least 3 other members. The team leader is to be included as a member of the Worship Committee. The Technical Support Work Area reports to the Worship Committee.

All members of the Tech Support Team will go through training or be tested to show knowledge of the systems by the team leader or designee prior to operating the systems.

The training will consist of the setup and operation of the projector(s) and laptop computer(s), creating and presenting basic PowerPoint presentations, and setting up and controlling the sound equipment.

Besides operating the equipment the team members are responsible for setting up all needed equipment before service/function and making certain all equipment is turned off and put away afterwards. There is to be at least one member of the team present at each church function (worship service, weddings, special activities, etc.) to operate the needed equipment.

It will be the responsibility of the person/group requesting the equipment to give the team leader a list of equipment needed, location of setup, date and time needed. Outside of normal Sunday worship service, this information will need to be given at least one week (7 days) ahead of the needed date to allow for tech support scheduling and making sure there are no conflicts with equipment usage. Special setups needed for worship service such as, but not limited to, puppets, drama, or special needs of the choir need to be submitted at least 3 days in advance, basic setups can be submitted to a team member up to 1 hour before service.

All PowerPoint presentations must be made available to the team leader 3 days in advance. This will allow ample time to test the presentation to be sure it runs as intended and to answer any questions that the team members may have about running the presentation. *All presentations must be on a CD.*

Technical Support Form

(Not including the pre-set platform mic and lavalier mic)

Today's date: _____

List other instructions or request:

Date & Time needed: _____

Requested by: _____

_____ Hand-held mic

Please indicate position/s on platform.

_____ Gooseneck mic (2nd)

Please indicate position/s on platform.

_____ Music stands

Please indicate position/s on platform.

_____ PowerPoint Presentation

_____ Announcements

_____ Praise & Worship

_____ Other (Please list)

Locations available for microphone setup:

Platform front of Pulpit Left Center Right

Choir Loft Left Right

Sound Room

Room west of choir loft

Wireless mic **may be** available for other locations in sanctuary.

1 microphone can also be set up in Fellowship Hall

Name of CD to be played:

Tract Number

When?

Name of tape to be played:

Song Name or Number

When?

Tape is to be set at starting point

Rehearsal time needed? Y N

Date and time requested:

Please list several choices

Some sanctuary lights can be controlled from the sound room.

This form can be pickup at the church office or from the team member stationed in the sound room before worship service begins.

This form can also be downloaded from Wesley United Methodist Church's website by clicking on the "Tech Support Request" link. <http://www.afn.org/~wesleyum/>

This form may be returned to the church office, given or e-mailed to the team leader. The office secretary will notify the team leader that the form is in the office to be picked up.

All PowerPoint presentations must be given or e-mailed to the team leader at least 3 days prior to show date. All presentations must be burned onto a CD or thumb drive; our laptop computer has no floppy disk or Zip drives. If you need help with getting this done, contact the team leader.