
**HOPE UNITED METHODIST CHURCH
MEMORANDUM**

To: Ministry Chairpersons
From: Everett Monroe II, Director of Technology
Subject: Audio/Visual Availability
Date:

OVERVIEW

HUMC is pleased to offer audio/visual technology throughout the church. In order to assure adequate services, ministries are required to submit audio/visual needs for approval to the Director of Technology at-least three weeks prior to the event. Events that have invited speakers are encouraged to have those speakers communicate with the Director of Technology at least one week prior to issue adequate support. Liaised communication is sufficient. Please find listed each room with technology availability. HUMC has available mobile monitors and DVD players available for rooms that do not have stationary systems. Ministries should consult the Director of Operations for room scheduling prior to media requests. No system should be operated without prior request and approval. For larger events a media technician will be assigned to the event.

SANCTUARY

The main sanctuary has a capacity of 550. This room is equipped with a full audio system and projector system. This room has a laptop for communication to the projector or presenters may bring their own laptop. (The laptop must remain in the booth and a presentation clicker would be required *NOT PROVIDED*.) Laptops are connected via HDMI connection. The sanctuary has both lapel and handheld mics available. ProPresenter and PowerPoint are available.

FELLOWSHIP HALL

The fellowship hall has a capacity of 250. This room is equipped with a full audio system and projector system. A laptop may be requested for communication to the projector (ProPresenter and PowerPoint are available) or presenters may bring their own laptop. Laptops are connected via HDMI connection and MAC computers may connect via Apple TV. Both Lapel mics and handheld mics are available. This room is equipped with a Blu-ray disc player.

WRIGHT R.O.C.K. ROOMS

The ROCK ROOM has a capacity of 80. This room is equipped with a full audio system and a three screen 70-inch monitor system. A laptop may be requested for communication (ProPresenter and PowerPoint are available) or presenters may bring their own laptop. Laptops are connected via HDMI connection or AIR Media. Both Lapel mics and handheld mics are available.

SMALL CHAPEL

The Small Chapel has a capacity of 90. This room is equipped with a two screen 70-inch monitor system. A laptop may be requested for communication (ProPresenter and PowerPoint are available) or presenters may bring their own laptop. Laptops are connected via HDMI connection or AIR Media. A DVD player may be requested.

GYMNASIUM

The Gymnasium has a capacity of 560 and only has an audio system equipped with one wireless microphone and CD player.