



AUDIO VISUAL EQUIPMENT POLICY

Items subject to policy:

Desktop Computer
Fixed LCD Projector
Microphones
Pulpit Monitor
Sound Desk
DVD Recorder
Video Camera
CD / DVD Copier
Photocopier
CD Printer

Laptop Computer
Electric Screen
Speakers
Platform Monitor
CD Recorder
Cassette Recorder
Television Monitor
Cassette Copier
Portable LCD projector
Paper Printer

Policy Rules:

1. On site use of AV equipment.
 - a. AV Project Leader to oversee AV equipment, Team Leaders and operators.
 - b. Team Leaders to appoint and train approved users.
 - c. Only 'approved users' as trained by team leaders may operate any piece of equipment.
 - d. A list of 'approved users' should be visible in the taping room.
 - e. It is the responsibility of the 'approved user' on duty at each service to ensure equipment is set up and ready for each service, shut down and put away safely and securely following the end of each service.
2. Off site use of AV equipment.
 - a. The AV Project Leader may remove equipment for the purposes of repair and maintenance of the equipment.
 - b. No equipment should be removed from the church premises unless authorised by the Deaconate.
 - c. If equipment is required specifically for Church outreach activities off site, an 'Equipment Request' form must be completed by the event organiser, submitted to deaconate and approved by deaconate before any equipment is removed.
 - d. An approved user must be available to operate the equipment whilst it is off site.
 - e. If equipment is removed it must be returned before the next church service.
3. General.
 - a. Any damage caused to any items must be reported to the AV project Leader immediately upon discovery.
 - b. The AV project leader should update the deaconate either in person at deaconate meetings / in writing of any issues relating to the AV equipment.