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Technology Consulting for the 21st Century   **A**udio**V**isual **C**onsulting **S**ervices, LLC.

Audio-Visual

Questionnaire

for the

XXXXX

of the

XXXXX Church

Requested by:
Douglas Kleeger
Date: XXXXX

Prepared by:

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From the desk of Douglas Kleeger, CTS-D, DMC-E, XTP-E. KCD

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AUDIO-VISUAL CHURCH QUESTIONNAIRE

INTRODUCTION

Please review and where applicable provide answers and / or supplemental documentation, drawings, etc. to the enclosed questions. We fully anticipate and welcome your input on the design of your new Audio-VIsual System.

We are looking for as much information (detailed or not) as possible, there are no wrong answers. Please feel free to contact AVCS should you have any questions or need any clarification to ensure the accuracy and completeness of this questionnaire.

WORSHIP FORMAT

1. How would you characterize or describe your worship service(s)? (e.g., liturgical, traditional, contemporary, blended).

2. Does the Pastor / Minister speak from the pulpit, or does he / she like to roam?

3. What is the primary focus, preaching, music, or both?

4. How many singers are there in the / each choir?

5. Are there soloists?

6. Are there worship leaders and if there are where do the worship leaders prefer to stand?

7. Are there drama, dance, or puppet ministries?

8. Are there musical productions?

9. If there are musical productions how large are they?

10. Do bands come in?

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WORSHIP FORMAT continued

11.   If bands are brought in how often and what size & type?

12.   Do you have any riders from prior bands that you can show us?

13.   Are there acoustic performances? (e.g., piano or organ recitals, choral vocals, etc.)

14.   What role does congregational singing play in the worship service?

15.   What instruments are typically used and when?

16.   Are there any other worship considerations or needs not addressed in this questionnaire?

AUDIO

1.   What types of wireless microphones would you like (headset, lavalier, handheld) and how many of each?

2.   Are there any existing wireless Systems to be re-used and if so please list their make, model numbers, and frequencies?

3.   Are you aware of and / or are you having any problems, current or in the past with wireless Systems due to frequency selection? (e.g., is there another church near by?)

4.   Please provide a detailed list of type and quantities of instruments currently used and what will be used.

5.   Please provide a detailed list of specific microphones that are used currently for each instrument.

6.   Please provide a detailed list of any and all preferred microphones, direct boxes, etc. you would like to add to the new System.

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AUDIO continued

7.   How many monitor mixes and / or personal mixers do you currently have?

8.   How many separate and / or personal monitor mixes would you like to have and for whom? (e.g., pianist, organist, drummer, etc.)

9.   Do you want a separate monitor-mixing console?

10.   Do you want any "in the ear" monitors and if so how many?

11.   How many assisted listening devices would you like and what type?

12.   Do you have an interpreter during service?

13.   What are the requirements for ancillary playback equipment? (CD, iPod, PC, etc.)

14.   Do you want an intercom System?

15.   If so please describe what the intercom will be used for and list all required locations including wall or panel mount at each location.

16.   How many intercom channels will you need?

17.   Do you want a dedicated intercom between the chancel / altar / stage area and house mix position?

18.   How many channels are you currently using on your house mixing console for audio?

19.   How many channels are you currently using on your monitor mixing console for audio?

20.   Are you currently using an analog or digital mixing console(s)?

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AUDIO continued

21.   If analog, do you want to upgrade to a digital mixing System?

22.   How many channels do you anticipate requiring for your new mixer?

23.   Are there any other audio considerations or needs not addressed in this questionnaire?

VIDEO

1.   Do you want a video projection / video display System?

2.   If you want a video projection / video display System please detail how many projectors / video displays you would like and their preferred locations.

3.   If you have / will have more than one video projector / video display do you want to be able to show different images on each projector / video display at the same time?

4.   Do you want to have seamless switching (no delay when switching) between sources?

5.   Do you want reverse screens and / or video monitors for the choir / others?

6.   Do you have any preference as to the type of video projection screen, (motorized, fixed, front vs. rear) or video display? We recommend widescreen 16 x 10 or 16 x 9 format for High Definition media.

7.   Do you currently have a Broadcast component to your video System?

8.   If so, please provide a detail of the equipment, and overall scope of your Broadcast capabilities.

9.   With regard to camera(s), do you want to have any fixed (as opposed to roaming) camera locations?

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VIDEO continued

10.   What will be the lighting conditions when the video projectors / video displays are used? (drapes, lights to be dimmed, etc.)

11.   Do you currently, or are you planning on having a Digital Signage component to the Video System?

12.   If so, please provide a detail of the equipment and software you are using.

13.   Who is responsible for content creation and management for the Digital Signage System?

14.   Are there any other video considerations or needs not addressed in this questionnaire?

CONTROL

1.   Do you want a specialized control System, and if so what functions would you like it to control?

2.   If you have / will have a control System would you like to have an automatic setting for simple services and events so that you will not always need to have someone there to operate the System?

3.   Do you want the ability to have some aspects of the System controlled by a device such as an iPad, Cell Phone, PC, etc?

4.   Are there any other control considerations or needs not addressed in this questionnaire?

RECORDING

1.   Do you want to be able to record audio and / or video?

2.   What medium would you prefer (CD, DVD, SD, HDD, etc.) and for what will the recordings be used?

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RECORDING continued

3.   Do you want to be able to have video editing capabilities?

4.   Do you want to be able to have audio editing capabilities?

5.   Is there any type of media duplication required?

6.   If there is going to be media duplication, in what quantities?

7.   What is the extent of your recording ministry?

8.   Do you want copies available soon after the worship service?

9.   Is recording in the choir room desired?

10.   Are there any other recording considerations or needs not addressed in this questionnaire?

SOCIAL MEDIA

1.   Are you currently providing any type of ability for remote viewing (live or recorded) of services via any type of social media or your web site?

2.   If so, please provide the means and method of delivery of digital media.

3.   If not, are you looking to incorporate some type of audio-visual streaming service, live or recorded via social media and / or your web site?

4.   If so, please provide the details of your needs and expectations for social media and remote viewing.

5.   Are there any other social media considerations or needs not addressed in this questionnaire?

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GENERAL AUDIO-VISUAL CONSIDERATIONS

1.   Does the choir room need to be linked to another space (e.g., the main sanctuary) with microphones or speakers.?

2.   Do you want to have separate audio-visual Systems for any other spaces in the building(s)? (e.g., conference rooms, classrooms, secondary worship spaces, overflow areas, youth rooms, Fellowship Hall, Gymnasium, etc.)

3.   Do you want these Systems to be tied into the main System with both audio and video?

4.   Do you want any type of digital or other effects for audio and / or video?

5.   Do you want an audio and / or video monitor and camera located in the sanctuary for the organist / pianist / conductor?

6.   Please feel free to describe anything you have seen or used elsewhere that you would like to have incorporated and / or not incorporated in the design.

7.   Do you want to be able to connect a media device like an iPad and present from the pulpit for a worship service?

8.   Please provide an itemized list of all existing equipment.

9.   Do you want to have basic audio and video in overflow areas and rooms?

10.   For overflow areas and rooms do you want individual volume controls in each?

11.   If so do you want these volume controls to be adjustable by the occupants of the room?

12.   Please provide a list of other rooms, zones, areas, that will require audio, video, etc..

13.   What type of personal computers are you currently using (Mac or PC)?

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GENERAL AV CONSIDERATIONS continued

14.   What operating System(s) are you using?

15.   Please provide a detail of each computer and it's current function.

16.   Are there any other general audio-visual considerations or needs not addressed in this questionnaire?

ARCHITECTURAL LOGISTICS

1.   Please provide a drawing / sketch of the new platform / altar / chancel areas. Show locations of pulpit, altar, each instrument, choir, etc. Include one drawing for each service and label accordingly (Sunday 8am, Sunday 3pm, Wednesday 7pm, etc.). Please provide separate drawings for other special events as well.

2.   Please provide, drawings / sketches of the existing configurations you are using now showing instrument, pulpit, lectern, etc. locations.

3.   What is the location of the Choir?

4.   Is there a preference for choir microphones types and locations (hanging or on stands)?

5.   Are there multiple choirs and / or choir arrangements? (e.g., children's choir, small ensembles, handheld choir).

6.   Will the choir ever move?

7.   Will any of the musicians ever move?

8.   Do you prefer floor or wall mounted instrument, microphone, video, etc. interfaces?

9.   Are there any preferences to the locations and sizes of described interfaces? (e.g., can mic plates be put in steps facing congregation for roaming musicians, or would you prefer floor boxes on the top of the platform.)

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ARCHITECTURAL LOGISTICS continued

10. What is the preferred equipment room location and size?

11. Where is the preferred house mix location and size?

12. Where is the preferred monitor mix location and size?

13. Where is the preferred video mix location and size?

14. What is the preferred location of the PowerPoint / computer workstation?

15. What is the preferred location(s) of System control panels / touch screens?

16. Regarding the main loudspeakers, if applicable is it "ok" to suspend them from the ceiling?

17. Regarding the main loudspeakers, are there any preferences for color, do they need to be hidden from view?

18. Regarding the balcony loudspeakers, if applicable is it "ok" to suspend them from the ceiling?

19. Regarding the balcony loudspeakers, are there any preferences for color, do they need to be hidden from view?

20. Regarding video projector(s), if applicable, is it "ok" to suspend them from the ceiling?

21. Are there any special considerations or needs for the disabled that need special attention?

22. Please provide drawings and information on existing and future electrical Systems that serve the audio, video equipment.

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ARCHITECTURAL LOGISTICS continued

23.   What are the scheduling requirements to be considered as a part of the installation process within the venue?

24.   Are there currently any surge protection, lighting protection devices to guard against power spikes and lighting strikes?

25.   If not, will you be adding such devices to the building Systems during the upcoming renovation?

26.   Are there any architectural logistics we should consider (color, aesthetics, power, etc.) in the design of your new audio-visual System that we have not covered?

BUDGET CONSIDERATIONS

1.   What is your current annual budget for audio-visual equipment and staff?

2.   What is your budget for the new System(s)?

3.   Can we / do you want to use any of the existing equipment you have now?

4.   If you do want to use some of the existing equipment please list quantities, make and model numbers of each.

FUTURE USES AND CONSIDERATIONS

1.   What future ministries do you wish to consider?

2.   Is television / radio broadcast / streaming, etc. desired at some point?

3.   Please describe any further expansion or growth that we should consider in the design of the audio-visual System(s).

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TRAINING

1. Please consider your requirements based on the current level of sophistication of your System and it's operator(s) verses future requirements the new System will place on your current audio-visual staff. i.e. Digital console, analog console, etc.

2. Can you give us an idea of what training will be needed on which Systems? (e.g., audio, video, broadcast, recording, etc.)

3. Are there any other training considerations or needs not addressed in this questionnaire?

PRINCIPALS OF THE PROJECT

1. Please provide contact information to include phone number, cell number, street address and email address for the following:

2. What is the name of the Head Pastor / Reverend / Priest?

3. Who is the building committee chairman?

4. Who is the worship leader / music minister / choir director / orchestra director?

5. Who is the current "sound person" (or persons)?

6. Who is in charge of the current video / Broadcast System?

7. Who is in charge of the finances and budget for this project?

8. Who are the appropriate points of contact to discuss room acoustics?

9. Who will be the main contact / deciding principal individual for this project?

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Please use the following contact information to send the completed Questionnaire (hard copy, electronic, etc). Upon receipt we will review and schedule the Design Review Meeting to take place within two (2) weeks.

We look forward to your contribution.

* END OF QUESTIONNAIRE *

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