

WESLEY UNITED METHODIST CHURCH
MEDIA SERVICES PRICE SHEET
9-22-26

To ensure proper operation of the church's audio, video, and streaming equipment, all media services must be provided by Wesley's Media Team. **Members and non-members** renting the church may request these **optional services** based on their event needs. **Services are subject to the availability of Media Team members.**

Basic Package Included with Facility Rental (No Additional Cost)

- Basic sound system access (microphones and standard audio levels)
- Technical setup of existing equipment prior to the event
- Basic audio support

Optional Additional Media Services (Based on media team availability)

Media Production Package (\$200 Flat Fee)

Includes:

- Video projection (slides, videos, presentations)
- Camera operation for in-house display or recording
- Basic content creation (creation of slides, videos, presentations or image enhancements)

Livestreaming (\$100 Fee)

- Broadcast of event to approved streaming platforms

Copy of Event Recording if Media Package is Purchased (\$25 Fee)

- Digital file that includes the recording of service or event

Additional Time (\$75 per hour)

Events exceeding the scheduled rental time may incur additional media service fees.

Important Notes

- Only authorized church media personnel may operate church equipment.
- Renters may not connect personal devices to church systems without approval.
- All presentation materials (slides, music, videos, etc.) must be submitted **at least 48 hours before the event.**
- Fees for media services are **separate from facility rental fees.**

MEDIA SERVICES REQUEST FORM

(To Be Completed by Facility Renter or Renter Technical Contact if not the Facility Renter)

Event Name: _____

Renter Name: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Location in Church: _____

Media Services Requested

Please check the services needed for your event.

☐ **BASIC PACKAGE (NO ADDITIONAL COST) (Includes)**

- ✓ Basic sound system access (microphones and standard audio levels)
- ✓ Technical setup of existing equipment prior to the event
- ✓ Basic audio support

☐ **MEDIA PACKAGE (\$200 Flat Fee) (Includes Basic Package)**

- ✓ Video projection (slides, videos, presentations)
- ✓ Camera operation for in-house display or recording
- ✓ Basic content creation (creation of slides, videos, presentations or image enhancements)

☐ **Livestreaming (\$100) Includes Basic Package**

☐ **Copy of event recording (\$25)**

☐ **Other (please describe):**

Media Content Submission (All media must be submitted within 48 hours of the event)

Will you have slides, music, or video to be played?

- ☐ Yes
☐ No

If yes, please describe:

Renter Technical Contact for Event

Name: _____

Phone: _____

Email: _____

Agreement

I understand that only authorized church personnel may operate church media equipment and that media service fees are separate from facility rental fees.

Renter Signature: _____

Date: _____