



## Southwest Region Conference Communication Department

2215 Lanark Ave. Dallas, TX 75203 [www.mysouthwestregion.org](http://www.mysouthwestregion.org) [info@swrgc.org](mailto:info@swrgc.org) (214) 943-4491 ofc.

### CONTACT INFORMATION

Contact Person(s):  
Department/ Church:  
Phone Number(s):  
Email Address(es):

### EVENT DETAILS

Title of event:  
Organization sponsoring event:  
Date of event:  
Time of event:  
Location(s):  
Speaker(s) names:

### TECH DETAILS:

Desired number of microphones:  
What kind of AV support is needed:  
Cameras:  
Sound only:  
Photography:

### RECORDING DETAILS (if applicable):

Record start time(s):  
Record end time(s):  
AV/Multimedia product/service requested:  
Additional information:

# SWRGCCommunications