**Church Contact Sheet for LPs**

* Your church contact is …..
* Our arrangements for music and hymns are: organ /cd / piano/ worship band.
* Which hymnbook or songbook we use.
* An introit is usually sung (yes or no and what is sung)
* Please could you send hymns and reading by: (date)
* A computer/ laptop/ projector/ screen/ WiFi are/ are not available.
* Type of microphone available (pulpit or lapel).
* Some of congregation may join by telephone/ zoom (yes/ no).
* We expect children/ young people to be present.
* Approximate number:
* Approximate ages:
* Children’s address by church member/preacher: (specify)
* Children stay in service or leave (specify at what point if leave)
* Special prayer before they leave yes/no (who will do it)
* Mention any liturgies for particular seasons (eg Advent)
* Offering is taken during service or at door.
* Does preacher require a lift?

Thank you for your cooperation