



Audio/Video Document of Understanding

Background: A new state-of-the-art audio/video system complete with a new soundboard and two high-definition remote controlled cameras were installed prior to Easter 2021. Overseers of the installation were Gary Kohunsky and Hugh Armstrong who are also approved operators. Robert McIver came on board as an approved operator just after Easter 2021. There are several volunteers who are in training, but not yet approved to operate solo. The intended use of this system is to livestream and record for playback later, Sunday worship services in the Sanctuary each week. This also includes special services such as Maundy Thursday, Good Friday and Christmas Eve. This provides a great alternative to anyone who wishes to worship online from home or wherever they are and can gain access to the Little Chapel website or Little Chapel's YouTube channel. This offers a wonderful outreach ministry to the life of Little Chapel especially during this pandemic time. Due to the intricacies of the equipment, only approved and trained operators may have access to the system.

Approved Livestream Operators: Gary Kohunsky, Hugh Armstrong, and Robert McIver.

Other Uses: There may be other uses of this system; i.e., weddings, funerals, recitals, special events, etc. The use of this equipment is only applicable to church-related, church-based, church-approved programs for the members of Little Chapel on the Boardwalk Presbyterian Church; and only if/when one of the approved operators is available with ample notice due to the operator's scheduling conflicts. Keeping in mind that the operators are not professionals, they will need full disclosure of any special event needs including attending rehearsals, notification of any schedule or event/program changes (no surprises) to determine if they will be able to meet the needs/expectations of the requestor.

Donations: If there are other requests for livestreaming and/or recording outside of Sunday worship, a monetary donation to the Little Chapel's A-V account will be requested to provide for future updates to the operating system, purchase of additional equipment, and for maintenance and repairs. The Wedding, Funeral, etc. Committees will list the required charges. The A/V operators will determine suggested donations for other special events not listed with a Committee. Donations will be made to LCOB specifically memoed to the A-V account.

Document of Understanding: A Document of Understanding (DOU) must be completed and signed by the responsible party and submitted to the church office at least 45 days prior to the event. Exceptions will be evaluated and considered on a case-by-case basis. The church office will forward the request to Gary, Hugh, and Robert for review and availability approval. The livestream operation is a blessing in the life of Little Chapel.

Questions: The following individuals may be contacted

- . Gary Kohunsky, gwkohun@yahoo.com
- . Hugh Armstrong, hwa1996@outlook.com
- . Robert McIver, Rsmciver@gmail.com

Committee: This operation falls under the responsibility of the Communications Committee.



Audio/Video Document of Understanding

Event Type: _____

Date of Event: _____

Time of Event: _____

of People expected to attend: _____

Type of Music (if any): _____

Livestream or Record? _____

Contact person(s): _____

Phone #(s): _____

Email Address: _____

LCOB Affiliation: _____

Special Requests: _____

Church Committee: _____

Requestor's Signature: _____

Date Submitted: _____

YouTube Link: https://www.youtube.com/channel/UC9dlzRfgwIMPmC6_E6GI5xQ

DISCLAIMER: This will NOT be a professional production. You may choose to hire a professional videographer/photographer who will be responsible for their own equipment and staff. Outside vendors will not be allowed to use the A/V room and equipment.

DOU Version Date: *January 10, 2022*

OFFICE USE ONLY

Approved/Declined : _____ by: _____ date: _____