



Audio Visual Events Equipment Request Form

To request equipment for special events, please fill out this form and submit it to the Help Desk. A notice of 7 days prior to the event is required for equipment. A notice of 14 days is required for a technician.

Name of Organization:

Name of Contact:

Phone/Extension:

Name of Event:

Number of Attendees:

Date of Event:

Start Time:

End Time:

Location of Event:

Equipment Needed:

Sound System:

Projector:

Wireless Microphone:

Projector Screen:

Lapel Microphone:

Laptop:

Wired Microphone:

Aux Cable:

Technician needed:

If a technician is required during non-working hours please supply overtime account.

Account Fund Dept/Org Program Class Proj/Grant