

University Hall 1000 Audio Visual Request Form

Name of Event:

Confirmation Number:

1. What is the format of the event?

- Lecture
- Panel Discussion How many panelists? _____
- Movie
- Other (please be specific): _____

2. What media will you be using?

- DVD/VCR player
- Universal VCR
- In house Computer**
- Laptop

3. If you will be using the in house computer, what medium will you use to transfer your presentation/data?

- USB/Flash Drive
- CD/DVD

4. Will you be using your own laptop for the event?

- Yes PC MAC
- No

5. If you are bringing a MAC what model is it?

- Mac PowerBook G4 12"
- Mac PowerBook G4 15" or 17"
- Mac iBook G4
- MacBook
- MacBook Pro

6. Would you like technical assistance for any portion of this event*?

- Yes Time: _____
- No

***Technical Support Fees: First 15 Minutes – FREE
Longer than 15 Minutes - \$25.00 Per Hour**

7. Will panelists/lecturers need microphones?

- | | Yes | No |
|--|--------------------------|--|
| Wireless Handheld Microphone (4 Available) | <input type="checkbox"/> | <input type="checkbox"/> Quantity: _____ |
| Table Top Microphone Stand (4 Available) | <input type="checkbox"/> | <input type="checkbox"/> Quantity: _____ |
| Wireless Lapel Microphone (2 Available) | <input type="checkbox"/> | <input type="checkbox"/> Quantity: _____ |
| Podium Microphone (1 Available) | <input type="checkbox"/> | <input type="checkbox"/> Quantity: _____ |
| Additional Microphone with Stand (3 Available) | <input type="checkbox"/> | <input type="checkbox"/> Quantity: _____ |

8. Additional questions:

- | | Yes | No |
|--|--------------------------|--------------------------|
| Will Press/Media be covering the event? | <input type="checkbox"/> | <input type="checkbox"/> |
| Will you need a wireless slide advancer? | <input type="checkbox"/> | <input type="checkbox"/> |

Other Requests: _____

**The in house computer is a *MacMini* that has the ability to operate as both a PC and a MAC. All functions are accessible from the in house podium on the stage.