

Auditorium Event Set Up –Custodial

Date Received _____

Day, Date and Time of Event _____

Name of event _____

Contact person for event: _____

Phone and email of contact person: _____

Events Coordinator's signature _____

Business office signature _____

Please fill in and check off what applies to your event

Table: _____ Center of stage _____ Side of stage _____

Number of chairs with table on stage _____

Wooden podium on stage _____

of tables outside of auditorium entrance _____

of chairs outside of auditorium entrance _____

Other?

Atrium Set up – Custodial

Please fill in diagram on back for how you want your set up

Date Received _____

Day, Date and time of Event _____

Name of event _____

Contact Person: _____

Phone: _____ E-mail: _____

Events Coordinator's signature _____ Date _____

Dean or VP' signature as required _____ Date _____

We currently have the following equipment available:

2 podiums, 22 tables, 107 chairs, 28 easels

Please list below what you need

Number of Podiums _____ Number of tables _____

Number of chairs _____ Number of easels _____

Atrium Set up – IT

Please fill in diagram on back for how you want your set up

Date Received _____

Day, Date and time of Event _____

Name of event _____

Contact Person: _____

Phone: _____ E mail: _____

Events Coordinator's signature _____ Date _____

Business Office Signature _____ Date _____

(Microphones may only be used in the atrium between 12:15 -1:15 Monday – Thursday)

Cordless microphones:

on stand _____ # on podium _____ #on table _____

Regular microphones:

on stand _____ # on podium _____ #on table _____

ATRIUM

Bathroom

Rooms 51/57

DOOR WAY

STAIRS

STAIRS

Elevators

Bathroom

STUDENT LOUNGE

Windows

Doorway

Doorway

AUDITORIUM

Podium

TABLES (REQUEST SEPARATE)

Lecture Style

Audience

Audience

Request for A/V Set-up

Event Name: _____

Presenter: _____

Main Contact No.: _____

e-mail: _____

Event Date: _____

Time/Length: _____

Amount Available	Item	Quantity			
2	Hand-Held Wireless Mic -- Auditorium only		Circle only one:		
2	Wireless Lavalier -- Auditorium only		2 hand-held	2 lavaliers	1 hand/1 lavalier
3	Lavalier w/stations		Location		Set-up Mic/Lecturn
8	Vocal Mic		Circle as needed (see map):		(shown as stars)
1	16 Channel Mixer		Atrium: #1	#2	#3
1	8-channel Self-Powered Mixer with 2 speakers		Student: #1	#2	#3
1 set	Self-powered Speakers w/built-in CD and mic inputs				Mic: a b c
1 set	Single Self-powered Speakers w/mic input				Lecturn: a b c
----- Stage Lecture -----					
8	Tri-pod Mic Stands		Hand-Held Wireless (choose one or two areas only):		
4	Round-based Mic Stands		a b c d e f g h k		
8	Table-top Mic Stands		sm-58 (depending where, will need wires tacked down):		
1	Portable Lectern		a b c d e f g h k		
5	Television Sets***		Lectern:		
3	Flat Screen Monitors***		a b c d e f		
3	Over Head Projectors***		***placement will be at the discretion of a/v personal depending on space, nos. of requested items, and if screens and/or laptops are needed.		
5	DVD/VCR Deck***				
4	Data Projectors***				
1	Digital Presenter***				
***	need assistance		<input type="checkbox"/> for set-up and break-down only <input type="checkbox"/> thru-out entire event		

Performances -- should request at least two weeks ahead. At least one week prior to performance, a face-to-face meeting (about 1hr+) is necessary for optimal service. Depending on complexity of set-up, should be at site 3hrs+ before show time.

Lectures and Recitals -- should request two weeks ahead. On day of, please meet on-site 1hr+ prior for set-up. **If your set-up differs from designated areas already established, please use the blank diagrams at the bottom of page.**

***For video-taping event, contact Bryan Gibbs for details.

Authorized By: _____

