

# Audio/Visual Services Request Form

Event Data

Title:

Date of the Event:

Time Start:

Time End:

Setup Date:

Time Start:

Time End:

POC:

(POC – Point of Contact. Please note that this person will be personally responsible for returning all portable equipment as well as turning all accessible equipment “off” at the conclusion of the event)

Phone Number:

Cell Phone Number:

Email Address:

Frith Exhibit Hall

Stone Hall

Walker Theater

Other? (specify)

Audio

Wireless Lavalier Mic    How many? 1    Location(s)?

Wireless Handheld Mic    How many? 1    Location(s)?

Wired Handheld Mic    How many? 1    Location(s)?

Desktop Mic Stand    How many? 1    Location(s)?

Floor Mic Stand    How many? 1    Location(s)?

Music (to be provided by the requestor)

Format of music:     MP3 via USB stick     Streaming (internet)     CD(s)

Other (specify):

Audio with visual presentation (e.g. PowerPoint)?

Embedded in the presentation     Linked (internet)

Video

VCR

DVD Player

Blu-Ray Player

Projector

Rear Project (this option is only available in Stone Gym)

Screen

Stone Gym LARGE screen on stage

Stone Gym 7' Portable screen located:

Laptop Computer (with Windows 7 and Power Point)

Other

A/V specialist present to operate equipment

(Note that you will need to contact Instructional Media Services (IMS) at 276-656-0200 X 0444 to make arrangements for this in addition to completing and emailing this form)

Wireless Internet Service

Lighting (Walker Theater only) to illuminate:

Extension Cord(s)    How many? 1    Location?

Power strip(s)    How many? 1    Location?

Please email this completed form to: [IMS@PatrickHenry.edu](mailto:IMS@PatrickHenry.edu)