Technology Services Request Form

Event Data

Title:

Date of the Event: Time Start: Time End:

Setup Date: Time Start: Time End:

POC:

(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 Gym

☐ Walker Theater ☐ Other? (specify)

Audio

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

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

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

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

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

☐ Music (to be provided by the requestor)

Format of music: ☐ MP3 via Flash Drive ☐ 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 ☐ Screen ☐ Laptop Computer (Windows 10 and current Powerpoint)

Other

☐ IT Specialist present to operate equipment

(You will need to contact the Information Technology Helpdesk @ 276-656-0200 x0411 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? Location?

☐ Power strip(s) How many? Location?

☐

☐

☐

Please email this completed form to: helpdesk@patrickhenry.edu.