

# STATE UNIVERSITY OF NEW YORK AT NEW PALTZ

Student Activities and Union Services Student Union Building, Room 211 845-257-3025

Note: This form is **REQUIRED** for all events in the Student Union

## A/V Tech Request Form

Date of Request: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Time tech delivered/End Time: \_\_\_\_\_

Sponsor of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Indicate which Audio-Visual Tech Support will be needed below.  
Note that there may be charges associated with technology at your event.  
Please consult with The Office of Student Activities and Union Services for details.

### Multi-Purpose Room (MPR)

*Please check all that apply*

**Wireless Mic**

**Wired Mic**

**Computer/Projector**

**Podium**

**DVD**

**Other:** \_\_\_\_\_

For events in the MPR, it is likely you will have to pay for a Student Activities Manager to run equipment. The cost is \$15/hour.

### Student Union 100 and Conference Rooms

(4<sup>th</sup> Floor, 2<sup>nd</sup> Floor, SU 62/63)

*Please check all that apply*

**Computer Cart**

**Smart Podium (62/63 ONLY)**

**Other:** \_\_\_\_\_

Don't see what you are looking for? Please describe what you would like to do below. We will let you know if it is possible.

Please reserve equipment at least 7 days in advance. Requests will be accepted less than 7 days, but equipment may not be available. A/V equipment is reserved on a first come, first served basis. Equipment is for the Student Union ONLY.

Taking equipment outside of the Union is NOT permissible.

It is the responsibility of the requestor to make sure that a space has been reserved in the SU for A/V.

Please check the compatibility of your presentation with our equipment BEFORE your event.

Macbook inputs are not available for our projectors; you must provide your own cords.