



## **A/V Tech Request Form**

**Please fill out the information below and check all that apply**

**Date of Request:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

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

**Location:** \_\_\_\_\_ **Start Time/End Time:** \_\_\_\_\_

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

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

**Contact E-Mail:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_

-Equipment must be reserved at least 7 days in advance for all Multi-Purpose Room events.

-All other requests are on a first come, first served basis.

**-There may be charges associated with technology at your event.**

-Taking any Student Union technology out of the building is not permissible.

**-Request for technology does not confirm a reservation of space.**

**-A FUSE form is still required for all Student Union space requests.**

-Please consult with The Office of Student Activities and Union Services for details.

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|--|---|
|  | <p><b>Computer cart (PC with projector and sound)</b><br/><i>Note: We do not provide support for personal laptops.</i></p>  |
|  | <p><b>Podium/Mic</b></p>  |
|  | <p style="text-align: center;"><b>Multi-Purpose Room Technology (Check all that apply)</b><br/><i>Note: Use of MPR Technology requires hiring of a Student Activities Manager</i></p> <p><b>Wireless Mic (2 total)</b></p> <p><b>Wired Mic (2 total)</b></p> <p><b>Projector w/ SAUS Laptop</b>                      <b>Projector w/ own laptop</b><br/><i>Note: We do not provide support for personal laptops</i></p> <p><b>Audio Only (Ex. Background music, dance routines, etc.)</b></p> |
|  | <p><b>Portable Sound System</b><br/><i>Note: Use of the portable sound system requires the hiring of a Student Activities Manager to operate the system. Additional costs will apply.</i></p>   |