

C.C.A.V.E.S. Equipment Request Form

Campus Center Audio/Visual Event Services

User Name: _____

Organization: _____

Address: _____ Phone: _____

Event Date: _____ Event Location: _____

Time system needs to be set up by: _____ Time Event Ends: _____

CCAVES services include a student technician who will transport, setup and operate all equipment for your event. A standard fee of \$8.00 per hour will be billed to you following your event to cover the technician's time and equipment maintenance.

Sound system for:

Speaker/Lecture # of mics _____

DJ what type of input(s) _____

Small Band # of mics _____

DJ or Band Contact Name & number:

Presentation needs:

TV & VCR

Overhead

Video Projector

Slide Projector

Screen (48"x48")

Sound system additions:

CD player

Cassette Tape Player

Special Rooms:

Rose Hills Theatre

Microphone, # _____

Video Projection

35 mm Film Projection

Data Projection (PowerPoint)

Smith Campus Center 208

Microphone, # _____

Data Projection (PowerPoint)

Video Projection

Frank Blue Room

Microphone, # _____

TV/VCR

Smith Campus Center 201

Microphone, # _____

Sontag Greek Theatre

Lighting

Microphone

Requests are considered on a first come first serve basis; and granted based upon availability of equipment and technicians.