AUDIO/VISUAL EQUIPMENT REQUEST FORM

Event packages includes facility rental, event set-up, gallery host(s) if applicable, security (during business hours), and access to the Bearing Witness: A Community Remembers Holocaust Gallery. Basic A/V is also included in your package such as Wi-Fi, microphone, projector and screen.

My event requires the following:

Required:
☐ A/V Technician Fee ($100/4-hour; $200/full day)
  # of hours ________

Optional:
☐ Podium with Microphone and Speaker ($150)
☐ Portable Digital Screen ($250)
☐ Microphone ($75)
☐ Lavaliere microphone ($75)
☐ Laser pointer ($5)
☐ Laptop ($25)
☐ Easel ($5/easel)
☐ Lighting Technician ($100/4-hour; $200/full day)

Other requests and additional information:________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

By signing this form, you acknowledge that you have read and understand the Rental Package and will abide by all stipulations set forth in this document.

Printed Name (Event Host Representative) ________________________________
Title (Event Host Representative) ________________________________

Signature (Event Host Representative) ________________________________
Date (Event Host Representative) ________________________________