AUDIO/VISUAL EQUIPMENT REQUEST FORM

Event packages include facility rental, event set-up, gallery host(s) if applicable and security (during business hours). Basic A/V is also included in your package such as Wi-Fi, microphone, projector and screen.

My event requires the following:

- LCD Projector (Complimentary)
- Podium with Microphone ($75)
- Handheld wireless microphone/s.
  - How many? _______
- Lavaliere microphone ($25)
  - How many? _______
- Portable Digital Screen ($250)
- Conference Phone
- Laser Pointer ($5)
- Laptop ($25)
- DVD Screening
  - Recording System: NTSC (U.S.) _______ PAL ___________
  - Disc Format: Regular _______ Blu-ray _______
- Easel ($5/easel)
  - How many? _______
- Lighting Technician ($100/4-hour; $200/full day)

Required Fees:

- A/V Technician Fee ($100/4-hour; $200/full day)
  - # of hours _______

Other requests and/or additional information: ______________________________________________________
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