

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? _____
- Lavalier 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: _____
