

## 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)**