

# Student Life Audio/Visual Equipment Request



Please submit to the Student Events Coordinator  
**MINIMUM OF TWO WEEKS PRIOR TO EVENT**

Today's Date: \_\_\_\_\_ Activity Date: \_\_\_\_\_

Activity Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Name of Responsible Student: \_\_\_\_\_

Phone: \_\_\_\_\_

Email (*please print*): \_\_\_\_\_

## EQUIPMENT REQUESTED:

- Two 12-Inch Speakers
- 1 Wireless Mic with Stand
- Number of Wired Mics with Stands \_\_\_\_\_
- Portable CD Player
- Projector
- Screen
- Other: \_\_\_\_\_

Indicate exactly where you want equipment to be delivered (***include a diagram***):

\_\_\_\_\_  
\_\_\_\_\_

What time should equipment be set up? \_\_\_\_\_

What time should equipment be removed? \_\_\_\_\_

Who will be responsible for monitoring equipment during its use?

Name: \_\_\_\_\_ Phone: \_\_\_\_\_