

Request for Audiovisual Service

Submit completed form to Josh Kinder. See additional instructions on page two.

Your Name: <input style="width: 90%;" type="text"/>	Today's Date: <input style="width: 90%;" type="text"/>
Date(s) of Event: <input style="width: 150px; height: 20px;" type="text"/>	Day(s) of Week: S M T W Th F S <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Event Name: <input style="width: 90%;" type="text"/>	
Comments/Special Instructions/Questions:	
<input style="width: 95%; height: 40px;" type="text"/>	

Location	<input type="checkbox"/> Chapel of the Sermon on the Mount	<input type="checkbox"/> Dining Hall	<input type="checkbox"/> Waltner Hall 116	<input type="checkbox"/> Other (specify) <input style="width: 100%;" type="text"/>
Equipment Needed	<i>Microphones</i> Wired <input type="checkbox"/> Pulpit <input type="checkbox"/> Stand - <input style="width: 40px;" type="text"/> Wireless <input type="checkbox"/> Lapel - <input style="width: 40px;" type="text"/> <i>(or handheld)</i> <i>Projector</i> <input type="checkbox"/> Overhead <input type="checkbox"/> Slide (Film) <i>*Digital (LCD) installed</i>	<i>Microphones</i> Wired <input type="checkbox"/> Lectern <input type="checkbox"/> Stand - <input style="width: 40px;" type="text"/> Wireless <input type="checkbox"/> Lapel - <input style="width: 40px;" type="text"/> <i>(or handheld)</i> <i>Projector</i> <input type="checkbox"/> Overhead <input type="checkbox"/> Slide (Film) <input type="checkbox"/> Digital (LCD) <input type="checkbox"/> VCR/DVD	<i>Microphones</i> (choose one) <input type="radio"/> Stand <input type="radio"/> Lapel (wired) <i>Projector</i> <input type="checkbox"/> Overhead <input type="checkbox"/> Slide (Film) <i>*Digital (LCD) installed</i> <input type="checkbox"/> VCR/DVD	<i>Projector</i> <input type="checkbox"/> Overhead <input type="checkbox"/> Slide (Film) <input type="checkbox"/> Digital (LCD) <input type="checkbox"/> VCR/DVD
Service Needed	<i>Audio Recording</i> <input type="checkbox"/> CD <input type="checkbox"/> .mp3 <i>Orientation</i> <input type="checkbox"/> Projector(s) Time: <input style="width: 60px;" type="text"/>	<i>Audio Recording</i> <input type="checkbox"/> CD <input type="checkbox"/> .mp3 <i>Orientation</i> <input type="checkbox"/> Projector(s) Time: <input style="width: 60px;" type="text"/>	 <i>Orientation</i> <input type="checkbox"/> Projector(s) <input type="checkbox"/> DVD/VCR Time: <input style="width: 60px;" type="text"/>	 <i>Orientation</i> <input type="checkbox"/> Projector(s) <input type="checkbox"/> DVD/VCR Time: <input style="width: 60px;" type="text"/>
For AMBS Use only	Assigned to: Signature/Contact Info:			Date:

Complete the form carefully. Changes requested within 48 hours of the event will not be honored.

A copy of this form will be returned to you when audiovisual service has been scheduled.

Please note:

- AMBS does not provide laptop computers for presentations, nor will AMBS AV staff operate the laptop computer during your presentation.*
- If you request a handheld wireless microphone for roving, you are responsible to find someone to rove with it. The AV assistant assigned is not responsible for carrying microphones from speaker to speaker.*

In the top section of the form, enter all information requested. Select the day of the week on which the event falls, and include the event's start-time for the event. If you have questions or needs not covered by the form, use the "Comments" section. AMBS makes no guarantees that all special requests will be met. An AV assistant will contact you for clarification if necessary.

In the bottom section of the form place a check beside the venue. Then, in the same column, select all the equipment and services you need. *Do not check items in a column other than the one that corresponds to the venue.*

Each column contains the maximum amount of equipment that can be used in that venue if you request everything -- equipment or services not listed in a column are not available at that venue (for example, an event held in Waltner 116 cannot be recorded). When requesting microphones, please indicate the number you need.

For "Setup Deadline," indicate the time, on the day of the event, by which you would like to have the equipment set up. If you want orientation (10 – 15 minutes) to the equipment you requested, suggest a time at the bottom of the appropriate column.

If you are planning an event that will take place at more than one venue, complete a separate request form for each venue.

If you have questions about completing this form, contact the helpdesk (helpdesk@ambs.edu). Other questions should be directed to the AV assistant providing support at your event.