



Student Union Audio Visual Service Request Form



This is a request form only. The Student Union Audio/Visual Department will make every effort to accommodate your request. All requests are processed on a first come, first serve basis subject to equipment and personnel availability. We request at least two (2) weeks notice for events. For large events such as dances, concerts, and "cultural" events, the applicant must personally see the Audio/Visual Supervisor.

Office Phone: 408 924-6304

An estimate will be provided after meeting with the A/V Supervisor.

sponsor

person in charge

address

city / state / zip

() ()

office phone home phone

_____ _____

event name event type

_____ _____ _____

event date start time end time

event location

Equipment Requested

Audio/Visual

<input type="checkbox"/>	overhead projector	<input type="checkbox"/>	VHS Hi-Fi VCR
<input type="checkbox"/>	35mm slide projector	<input type="checkbox"/>	VHS camcorder
<input type="checkbox"/>	16mm film projector	<input type="checkbox"/>	LCD data/video projector
<input type="checkbox"/>	16mm xenon projector	<input type="checkbox"/>	internet connection
<input type="checkbox"/>	VCR with monitor	<input type="checkbox"/>	telephone line
<input type="checkbox"/>	25" TV monitor	<input type="checkbox"/>	grand piano
<input type="checkbox"/>	other: _____	<input type="checkbox"/>	other: _____

Lighting

<input type="checkbox"/>	mirror ball	<input type="checkbox"/>	ellipsoidal light
<input type="checkbox"/>	PARCAN light	<input type="checkbox"/>	fog machine

Sound

<input type="checkbox"/>	ballroom PA	<input type="checkbox"/>	CD player	<input type="checkbox"/>	extra mic x	<input type="checkbox"/>	lecture PA
<input type="checkbox"/>	cassette deck	<input type="checkbox"/>	DAT player	<input type="checkbox"/>	wireless mic x	<input type="checkbox"/>	concert PA

Please provide a brief description of your event in the space provided below:

Have you held this event within the last 3 years? yes____ no____ If yes, approximately when? month____ day____ year____

I have read and agree to the terms listed on this form.

signature: _____ **date:** _____