

Technical Request

Event Name _____	Event Space: _____
Date: _____	Event Time: _____
Recognized Student Group: _____	CU Account #: _____
Representative's Name: _____	Representative's Email: _____
Representative's Title: _____	Representative's Phone: _____
Advising Office: _____	Advisor's Name: _____
Brief Description Of Event: _____	

Non-Staffed Equipment (free of charge) *Equipment will be dropped off at your assigned space*

Item	Quantity	Item	Quantity
TV/VCR/DVD Cart	_____	50" x 50" screen	_____
Overhead Projector	_____	Slide Projector	_____
Boom Box	_____	White Board	_____
Flip Chart	_____	Easel	_____
Tabletop Lectern	_____	Keyboard	_____

Staffed Equipment (flat fee):

6' x 8' Screen	\$24
Amplified Podium	\$24

Hourly Fee:

Student Groups pay \$12 per hour per technician for all events requiring staff.

The staff requirements for the venues are as follows:

Venue	Technicians			
Auditorium	3	\$36/hour x	_____ hours =	\$ _____
Cinema	2	\$24/hour x	_____ hours =	\$ _____
EB60 (for DJ events)	1	\$12/hour x	_____ hours =	\$ _____
EB60 (for performance events)	2	\$24/hour x	_____ hours =	\$ _____
35mm Projection	1 projectionist	\$60/hour x	_____ hours =	\$ _____
Audio Engineer for Auditorium	1	\$40/hour x	_____ hours =	\$ _____
E569 for Movies	1	\$12/hour x	_____ hours =	\$ _____

Other Venues: Please determine needs with Manager of Tech Services

Total \$: _____

** If you are a group recognized by ABC please provide and E-Form for the total*

Important Information

Please indicate your setup needs below, and plan to confirm with the Manager of Tech Services at least 10 days before your event. For large-scale events, it is suggested that student groups plan to have at least one initial production meeting with the tech department one month in advance, and another the week before the event. An engineer is required for your event only if the audio setup is beyond the standard setup for the hall. Engineer and projectionist costs are in addition to regular staff requirements. If groups can demonstrate acceptable skill level, they may run tech for their events in the auditorium and EB60 under the supervision of a Lerner House Technician (\$12/hour). Please provide additional information (equipment lists, drawings, production schedules, etc.) if necessary.

Setup Needs:

Projection:

<input type="checkbox"/>	DVD
<input type="checkbox"/>	VHS
<input type="checkbox"/>	35 mm
<input type="checkbox"/>	16 mm
<input type="checkbox"/>	Computer
<input type="checkbox"/>	LCD

Microphones: (Please indicate number)

<input type="checkbox"/>	Wired
<input type="checkbox"/>	Wireless
<input type="checkbox"/>	Lavaliere

<input type="checkbox"/>	Podium
<input type="checkbox"/>	EB60 DJ System
<input type="checkbox"/>	Lighting Specials

Additional Setup Needs:

All A/V equipment is checked prior to delivery and after it is returned. Any damage incurred while in possession will result in your account being billed for the repair and replacement of damaged equipment. Please pick up a copy of the Technical Services Event Policies from your advisor or from the 7th floor Lerner Hall office. Technical services can be reached at 4-9060 or via email at tb2049@columbia.edu.