

Technical Request

EVENT NAME _____ **SPACE** _____

DATE _____ **TIME** _____

Equipment will be dropped off to your assigned space.

VCR, Monitor and DVD Cart	_____	<i>No Charge</i>
50"x50" Screen	_____	<i>No Charge</i>
Overhead Projectors	_____	<i>No Charge</i>
Slide Projectors	_____	<i>No Charge</i>
Boom Box	_____	<i>No Charge</i>
White Boards	_____	<i>No Charge</i>
Flip Chart	_____	<i>No Charge</i>
Easel	_____	<i>No Charge</i>
Table Top Lectern	_____	<i>No Charge</i>
Keyboard	_____	<i>No Charge</i>

Flat Fee:

6'x8' Fast Fold Screen	\$24.00	_____	_____
Amplified Lectern	\$24.00	_____	_____

Hourly Fee:

LCD Projector	\$12.00 Per Hour	_____	_____
Portable PA System (Performance)	\$24.00 Per Hour	_____	_____
Portable PA System (Presentation)	\$24.00 Per Hour	_____	_____
Portable PA System (DJ)	\$24.00 Per Hour	_____	_____
Computer White Board	\$12.00 Per Hour	_____	_____
EB60 DJ System	\$12.00 Per Hour	_____	_____
*EB60 Performance System	\$24.00 Per Hour	_____	_____
*Auditorium PA/Lighting	\$36.00 Per Hour	_____	_____

Additional Information:

Number of Mics: _____

Total

Describe Set up Needs: _____

***Auditorium and EB60 Performances**

Auditorium events are staffed with at least 3 Lerner Hall Production Assistants and EB60 performances are staffed with at least 2 Lerner Hall Production Assistants. Additional staff are available at \$12 per hour each. Events outside the standard set up will require the contracting of an outside audio engineer at \$25.00-\$35.00 Per Hour. (Depending on which company is used)

Auditorium and EB60: Standard Audio Setup (Performance)

Up to 6 mics, 2 wireless mics, 4 monitors, 1 monitor mix, CD/Tape playback

Standard Lighting Setup (Performance)

Auditorium: House Plot and 4 "Specials"

EB60: House Plot and 3 "Specials"

Additional hang, focus and patching can be arranged by the student group at no charge providing the demonstration of acceptable skill level. Please make arrangements through the Manager of Technical Services.

All AV 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 or replacement of damaged equipment. Please pick up a copy of the "Technical Services Event Policies" from your advisor or from the 7th floor administration office.

Representative Name	Date	Advisors Signature	Date
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