

# VIP SPECIAL EVENT REQUEST FORM

## AUDIO VISUAL SERVICES

Please be advised, **ALL** orders must be submitted by **FACULTY/ADMIN/STAFF** at least **TWO WEEKS** in advance. **NO** email, phone, fax or interoffice mail orders will be accepted.

**AVS HOURS:** Monday-Thursday 8<sup>AM</sup> - 9<sup>PM</sup> & Friday 8<sup>AM</sup> - 5<sup>PM</sup>; Other Hours by Appt.

**LOCATION:** Pratt Bldg - Rm 325

**TO DOWNLOAD FORMS:** [www.brooklyn.liu.edu/avs](http://www.brooklyn.liu.edu/avs)

**PHONE:** 718-488-1348

Date (s) Needed	Select Day	Time	Facility/Room #	
____/____/____	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday	<b>FROM:</b> _____ am/pm  <b>TO:</b> _____ am/pm	<b>VIP Guests/Lecturers</b>	
____/____/____				
<b>Person Filing Request</b>		<b>Department/Organization</b>		
<b>Phone Extension</b>	<b>Additional Contact #</b>	<b>Budget #</b> (for Special Events only)	<b>Date Filed</b>	<b>AVS Approval</b>

### PLEASE CHECK OFF EQUIPMENT NEEDED

#### HS Conference Halls:

- Laptop
- VGA Connection (for your own laptop)
- Internet Connection
- Lavalier Microphone
- Podium Microphone
- Video Playback: \_\_\_\_ VHS \_\_\_\_ DVD
- Audio Playback (CD only)

#### Special Needs:

- Spotlight
- Microphone(s) : \_\_\_\_ Desk Stand \_\_\_\_ Floor Stand
- Other \_\_\_\_\_

#### All Other Rooms/Facilities:

- DVD/VHS Player & Flat Panel TV
- Smartcart  
\*Set up includes: Computer, Multimedia Projector, DVD/VHS Combo & Sound System. Check additional needs:  
\_\_\_\_ Internet \_\_\_\_ Wireless PowerPoint Presenter
- Multimedia Projection Cart  
\*Projector for those with their own Laptop. Set up includes: Multimedia Projector, DVD/VHS Combo & Sound System. Check additional needs:  
\_\_\_\_ Internet \_\_\_\_ Sound \_\_\_\_ Wireless PowerPoint Presenter
- Overhead Projector - **SELF PICKUP**
- 35mm Slide Projector w/ Tray - **SELF PICKUP**
- Standing Projection Screen
- Video Camera: \_\_\_\_ MiniDV \_\_\_\_ Hard Disk - **SELF PICKUP**
- Digital Camera w/ Memory Card (Still Pix) - **SELF PICKUP**
- Tripod - **SELF PICKUP**
- CD/Cassette Player - **SELF PICKUP**
- USB Digital Voice Recorder - **SELF PICKUP**

**Please Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* **PLEASE READ:** Upon signing the request form you agree to these terms. Please remember that you and your department will be held **accountable** for damaged or missing items. In order to prevent further theft or damage of equipment, please do not leave any smartcarts, projectors, laptops, etc unattended. If a class is cancelled, ends early, or if there is a room change please contact us ASAP (extension # 1348) and have a responsible person stay with the equipment until it is picked up by AVS. If it is not possible for someone to remain in the classroom until AVS arrives, please either return the cart to our office (Pratt 325) or bring it to a secure location and inform us where it can be found. We thank you for your cooperation.