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 8AM - 9PM & Friday 8AM - 5PM; Other Hours by Appt. **LOCATION:** Pratt Bldg - Rm 325

TO DOWNLOAD FORMS: www.liu.edu/Brooklyn/About/Offices/AVS **PHONE:** 718-488-1348

Date (s) Needed	Select Day	Time	Facility/Room #
_____/_____/_____ _____/_____/_____	___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday	**FROM:** _____ **am/pm** **TO:** _____ **am/pm**	**VIP Guests/Lecturers**
Person Filing Request		**Department/Organization**	

Phone Extension	Additional Contact #	Budget # (for Special Events only)	Date Filed	AVS Approval

PLEASE CHECK OFF EQUIPMENT NEEDED

HS Conference Halls:

( ) Laptop

( ) VGA Connection (for your own laptop)

( ) Internet Connection

( ) Lavalier Microphone

( ) Podium Microphone

( ) Wireless PowerPoint Presenter

( ) Video Playback: ____ VHS ____ DVD

( ) Audio Playback (CD only)

( ) **LLC515 Smart Room Set Up (In Room System):**

*Check your needs: ____ PC ____ DVD ____ Lavalier Mic

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 - **SELF PICKUP** Check desired format:

____ MiniDV ____ Hard Disk ____ USB FlipCam

( ) 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.

Please See Reverse Side for Off Campus & Extended Usage.