



Media Equipment

Event Title: _____

Contact Person: _____

Phone: _____ E-mail Address: _____

Event Date/Time: _____

Room(s) Used: _____

PLEASE INDICATE MEDIA EQUIPMENT REQUESTS BELOW

QUANTITY	EQUIPMENT	NOTES	RATES (per 4-hour block)	TOTAL
	Auditorium, Multi-Purpose Room, Lecture Hall PA System		\$50.00	
	Portable PA with speakers on cart		\$50.00	
	Microphone		\$15.00	
	Wireless Microphone		\$45.00	
	Projection Screen		\$25.00	
	LCD Projector (for computer screen projection)		\$50.00	
	Overhead Projector (for transparencies)		\$25.00	
	Video Monitor with VHS/DVD Player and Recorder		\$40.00	
	CD Player (boom box)		\$25.00	

AV Tech Requested: _____ **Yes** _____ **No**

AV and/or Computer Technician may be required depending on the request.
Wireless Internet access can be made available.