

BVCC Technical Support Request Form

Please note: This form does not cover booking a room or guarantee support availability. Requests must be made 14 days in advance of the service to assure availability and support. Media resources (PowerPoint slides, videos, discs, audio files) must be provided 7 days in advance to insure workability. We don't usually give back media (unless purchased) so please give us your back-up copy. All events in the auditorium must have a BVCC Technical Support Person present.

Step 1: Reserve the room/space. Check with Becky Wilson.

Step 2: Submit a *BVCC Technical Support Request Form* to Mike Schuster and Cal Hultgren.

Step 3: Check for availability of Technical Support with Mike Schuster or Cal Hultgren.

CONTACT INFO

Staff Person Overseer Contact Phone/Email

Other Contact Person Contact Phone/Email

EVENT INFO

Name of Event Location/Room

Event Date(s) Start/End Times

of People Expected (Incl. Setup Times)

Description of Event

LIGHTING

Comments:

Note: Designated Lighting Operator may be required.

SOUND

Equipment	<input type="checkbox"/> Guitar	<input type="checkbox"/> Handheld Mic	#	<input type="checkbox"/> Soundboard
	<input type="checkbox"/> Piano	<input type="checkbox"/> Handheld Wireless Mic	#	<input type="checkbox"/> CD Player
	<input type="checkbox"/> Drums	<input type="checkbox"/> Choir Mic	#	
	<input type="checkbox"/> Keyboard	<input type="checkbox"/> Lav/Headset Mic	#	

Comments:

Note: Designated Sound Operator may be required.

VISUAL MEDIA

Equipment DVD Player TV VCR DVD Recorder
 Computer (PC) Computer (Mac) Overhead Projector LCD Projector
 Video Camera 2nd Video Camera 12' Projection Screen 6' Projection Screen

Presentation Computer My Own PC My own Mac Need a PC Need a Mac

Internet Connection Yes No Wireless Wired

Remote Control for PowerPoint Yes No Presenter will run presentation Operator will run presentation

Visual Media Needed Song Lyrics PowerPoint Keynote DVD Video File

Visual Media Providing Song Lyrics PowerPoint Keynote DVD Video File
Format: _____

Does this event need to be recorded? Audio Visual

If so, in what kind of format? DVD CD Computer File Specify: _____

Comments: _____

Note: Designated Media Operator may be required.

Please Submit two copies, one to Cal Hultgren and the second to Mike Schuster

Date Submitted

Signed