

Technical Assistance Requested:

Event # (or title): _____ Event Date: _____

Use of teaching/work station in classrooms

A/V setup with laptop in Eddie Miller Room Pope 201

Microphones available in Brown 105, 205, and

~~Memorial Auditorium~~ _____

Microphones

 Wireless, handheld

 Lapel/Lavaliere

 Microphone Stand

 Audience microphone (Brown 105)

Guest credentials for

 Work/Teaching station

 WIFI

Drop/extension cord with outlets

Portable Sound System

 Outdoor location _____

 Indoor location _____

Clicker

Event technical support:

 For Setup at beginning of event

 For Break Down at end of event

 For duration of event including Setup and

 Break Down

 Technical assistance on-call for event duration