Event Tech Request Form

THIS FORM MUST BE SUBMITTED AND APPROVED AT LEAST 10 DAYS PRIOR TO THE EVENT.
If possible, attend the Community Council meeting in which your request will be reviewed.

Event Information:

_____
event name

On _____, _____ **from** _____ **to** _____
day (Sun-Sat)   date   start   end

At   • coffeehouse   • ed classroom   • dining hall
(circle)
            • courtyard   • ed formal lounge   • _____

Description:_____

_____

Contact Information:

_____ _____ (___) - _____
name   email   phone

Are you a Collins resident or instructor?   yes   /   no
IF NOT, THERE IS A $20 FLAT FEE TO BE PAID PRIOR TO THE EVENT.

Equipment Requested:

NOTE: THE EVENT TECH COORDINATOR MAY NOT BE IN CHARGE OF "OTHER" EQUIPMENT.

☐ projector & screen   ☐ dvd player   ☐ vcr player

☐ vocal microphone   _____   other:_____
                         # needed

☐ instrument microphone _____   other:_____
                         # needed

notes: _____

_____

_____

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Some important information to consider when filling out this form

By filling out and submitting this form, you agree to the following:

- You will respect the judgment of the Event Technical Coordinator, and understand that preserving the integrity of Collins equipment takes priority.

- If you or your organization are NOT officially affiliated with the Collins community, then you will be charged a $20 flat fee for this service.

Where this form occurs in the process:

- Idea
- Organization of event
- Space Request Form
- **Tech Request Form** (attach to previous)
- Review of event at Community Council
- Event happens (if approved)!

The sooner this form is approved and sent to the Event Technical Coordinator, the sooner he/she can prevent any potential complications for your event.

Event Technical Coordinators are students, too; this is why the 10-day buffer is necessary for scheduling, and why ETCs simply cannot be on-call for surprise events and various technical dilemmas.

After filling out this form, attach it to your Space Request Form and submit both in the Duty Office