

REQUEST A/V SUPPORT FORM

This form must be completed in full for all events that require audio/visual equipment and services, and should be submitted at least two weeks in advance of the event date to ensure service and equipment availability.

Event Name:

Event Date:

Start Time:

End Time:

Location/Building/Room #:

Contact Name(s):

Phone:

Email:

Audio (FL1-020 & FL3-173 Only)

- Podium Microphone
- Wireless Microphone (Limit = 2 total)
 - Lavalier (Lapel) Microphone Quantity 1 2
 - Handheld Microphone Quantity 1 2
- Assisted Listening Devices Quantity (12 Available):

Audio/Video (All Classrooms)

- Multimedia Projector & Screen
- Resident PC with Internet Connection (Room Audio)
- VGA & 1/8" Audio Cables for Client Laptop (Room Audio)
- Document Camera
- DVD Player (Room Audio)
- VHS Video Cassette Player (Room Audio)
- Closed Captioning (VHS) or Subtitles (DVD)
- Other (Explain in the "Comments" section)

Request A/V Technician

- Training Date & Time:
- Present During Event

Comments:

SUBMIT THIS FORM TO:

Audio Visual Services, Folsom Lake College
10 College Parkway, Folsom, CA 95630
916-608-6516 (Phone), 916-608-6534 (Fax)
fllc-avs@fllc.losrios.edu