

University Massachusetts Dartmouth N. Dartmouth, Massachusetts 02747

Campus Services Tech Form

Organization _____ **Speedtype#** _____
Date of Event _____ **Location** _____
Event start time _____ **Event end time** _____
Event title _____ **Performer** _____
soundcheck time _____ **Expected Attendance** _____
load in time _____ **performer arrival time** _____
contact person _____ **phone#** _____
email contact _____
best contact time _____

Basic AV requests: require 1 week minimum notice

_____ Podium only
Audio system with single podium mic/ *audience size
_____ *0-50 people (no mic)
_____ *50-100, podium and mic
_____ *100-200, podium and mic
_____ *200- up, podium and mic
Audio extras
_____ small band PA (4 mics total)
_____ CD player
_____ tape player
_____ wireless Hand held mic
_____ wireless clip on mic
_____ instrument mics
_____ additional tabletop mics
Lighting
_____ Auditorium basic stage wash
_____ dance lighting/ band lights
Projection
_____ slide projector, remote, carousel
_____ overhead projector
_____ data/video projection Auditorium
_____ data/video projection S. Alcove
_____ data/video projection Comm Cafe
_____ TV/VCR on cart
_____ screen

Advanced Technical Service Requests

Advanced Technical Services request,
contact required _____

Any services not listed to the left are considered Advanced Technical Service requests and require a two week notice or more before the event date. Please consult the Reservation Policy and Procedure deadlines for exact lead times required for different events.

For Advance technical needs the customer is required to contact the Technical Services Manager at 508-999-9135 or email scopel@umassd.edu

For contact purposes:

Name _____
Telephone _____
Best time to contact _____
E-mail address _____

Note: the top portion of this form must be completed for any technical request to be processed

Signature _____ Todays Date _____ order taken by _____

There are costs related to technical services, contact 508-999-8133 for an estimate