



A/V Request Form

Department: _____

Contact: _____

Event: _____

Location: _____

Date/Time: _____

Number of people speaking: _____

What type of microphone set up? _____

Will you be showing a video? _____

Will you be providing access to Power Point? _____

Will you be playing music from a CD/computer/electronic device? _____

Number of people attending: _____

Will Dr. Driscoll be present? _____

What time can the crew begin setting up in your venue? _____

When does the equipment need to be cleared from the venue? _____

Who can the crew contact to gain access to the venue? _____

SAP account # _____

Please send completed form to Brendan.Sigler@iup.edu or if you have questions, Brendan can be reached via phone at 7-2461 or Cell at 724-813-0665