

# McKelvey Campus Center

## Student Affairs Tech Request

Please complete the following and submit to the Student Affairs Office (SAO)  
 Only the SAO Technician and/or authorized personnel may setup and operate the equipment

Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Organization \_\_\_\_\_  
 Box # \_\_\_\_\_

Event Date \_\_\_\_\_  
 Event Prep Start Time \_\_\_\_\_  
 Event Start - Event \_\_\_\_\_  
 Event End- \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_

### BERLIN STUDENT LOUNGE

#### MINOR EVENTS

Please fill out this section if your event is minor (i.e. speaker, group meeting)  
 If something you will want is not listed below, you're event may be major, please contact the SAO

<input type="checkbox"/> Microphone 1 + Stand * <input type="checkbox"/> Microphone 2 + Stand * <input type="checkbox"/> Microphone 3 + Stand <input type="checkbox"/> Microphone 4 + Stand <input type="checkbox"/> Clip on Microphone	<input type="checkbox"/> Projector Cart+Screen** <input type="checkbox"/> Radio Off <input type="checkbox"/> Laptop (must be picked up from SAO) <input type="checkbox"/> Monitor
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#### MAJOR EVENTS

Please fill out this section if your event is major (i.e. concert, dance)  
 An SAO Technician or an authorized individual will be present at the event prep start time.

#### **Description of event**

Please tell us briefly what the event is that you would like to do. This will help us to better accommodate you.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

#### CLUB ROOM

Wall Open  
 Student Worker (Bar)

\*Wireless unless otherwise specified

\*\*Please give the room number if not in the Lounge

#### PROJECTOR CART

Room # \_\_\_\_\_

RESERVED BY \_\_\_\_\_  
 Signature

DATE \_\_\_\_\_

\*A copy of this form can be made upon request

#### Office Use Only

APPROVED BY \_\_\_\_\_

DATE \_\_\_\_\_

TECHNICIAN \_\_\_\_\_