**EVENT REQUEST FORM**

For equipment check-out only, call IMC. An Event Request Form is not necessary.

<table>
<thead>
<tr>
<th>Date of request</th>
<th>Department/Group holding event</th>
<th>Event date</th>
<th>Day of week</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.m. to p.m.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Time event takes place**  | **Where event is to be held**  | **Expected attendance**  |

**Purpose or name of event**  | **Special Instructions**  |

- Audio taping  
- Video taping  
- *Set-up/Break-down of equipment & assistance during event  
- Provide background music during an event  
- *Set-up/Break-down of equipment  
- Classical  
- Jazz  
- Pop/R&B  
- Variety  

*Available only with specialized set-ups -- Sketch set-up on the back of this form.*

**Events must be scheduled two (2) weeks in advance**

**EQUIPMENT REQUEST**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Quantity</th>
<th>Item</th>
<th>Quantity</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audio cassette deck</td>
<td>1</td>
<td>Microphone: Standard</td>
<td></td>
<td>TV/Monitor:</td>
</tr>
<tr>
<td>1</td>
<td>CD Player</td>
<td>1</td>
<td>Standard Wireless</td>
<td></td>
<td>27” screen</td>
</tr>
<tr>
<td>1</td>
<td>DVD Player</td>
<td>1</td>
<td>Wireless Lapel</td>
<td></td>
<td>35” screen</td>
</tr>
<tr>
<td>1</td>
<td>Easel</td>
<td></td>
<td>PA System: 8-channel system w/speakers</td>
<td></td>
<td>Smart Cart</td>
</tr>
<tr>
<td>1</td>
<td>LCD projector</td>
<td></td>
<td>Portable PA</td>
<td></td>
<td>LCD projector/with Mac laptop</td>
</tr>
<tr>
<td>1</td>
<td>Overhead</td>
<td></td>
<td>Mini Vox</td>
<td></td>
<td>PC laptop</td>
</tr>
<tr>
<td>1</td>
<td>Portable screen</td>
<td></td>
<td>35mm Slide</td>
<td></td>
<td>VHS</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td>VCR</td>
<td></td>
<td>DVD</td>
</tr>
</tbody>
</table>

**Special Instructions**

- Audio taping  
- Video taping  
- *Set-up/Break-down of equipment & assistance during event  
- Provide background music during an event  
- *Set-up/Break-down of equipment  
- Classical  
- Jazz  
- Pop/R&B  
- Variety  

I hereby certify that I shall be responsible for damage or unnecessary abuse of school equipment or media growing out of the use of said items. I agree to abide by and enforce the rules and regulations of the Antelope Valley Community College District governing the use of equipment and media.

Print name of requester  | Signature  | Extension |
|------------------------|------------|-----------|

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**FOR IMC USE ONLY**

Date received  | Equipment reserved  | Equipment to be set-up night before  | Technician available?  | Yes  | No  |

Overtime approval?  | Yes  | No  | Date  | Individual approving OT  | Budget  | Amount  |

Coordinator’s approval?  | Yes  | No  | Initial  | Notations  |

Phone (661) 722-6451  | FAX (661) 722-6452  

Revised 5/15/03
Please provide a sketch of how you would like equipment set-up in the room/area.