Some important information to consider when filling out this form.

By filling out and submitting this form, you agree to the following:

- You confirm that Collin’s Community Council has approved your event to occur at the time and location given on the back of this form.

If you or your organization are **NOT** officially affiliated with the Collins community, then you understand that there will be a **$20 flat fee** for this service which will need to be paid **cash only and before** your event takes place.

You agree to accept the Event Technical Coordinator present at your event as an authority regarding Collins' community policies as well as any technical problems which may arise.

The sooner we (your Event Technical Coordinators) get this form from you, the sooner we can prevent any complications for your event.

We ask to have at least a ten day buffer before your event because we’re real people. We’re not on-call 24/7 to run sound events at Collins.

We love you. You need us. Please work with us.

Where this form occurs in the process:

- Idea
- Organization of event.
- Fill out Event/Space Request Form
- **Fill out Tech Request form; attach to previous**
- Approval/(Denial) of Event at Comm. Council
- Event happens!

Above: An informative diagram to illustrate the basics of sound amplification. This is provided to help with your decision making and organization for equipment requests.

After filling out this form, please attach it to your Event Registration Form and turn both in at the Duty Office.
If any of the below provided information should change after having turned in this form, please submit a new form with the updated information given and circled for clarity to the Duty Office.

Event Information:

Event Name: __________________________

Day: __________ Date: __-__-20 ______ Time: ____________

(Sunday - Saturday)

Location:  • COFFEEHOUSE  • BROWN CLASSROOM  • DINING HALL
         • COURTYARD  • ED FORMAL LOUNGE  • OTHER ______________________

Event Description: ........................................................................................................

Contact Information:

Name: __________________________ Phone: __________________________ Email: ____________

Are you a Collins’ Resident?  □ Yes  □ No
If “No”, are you a Collins’ Instructor? □ Yes  □ No

□ Check box if you would like confirmation 24 hours before your event.
Please be sure to include contact below info if you check this.

Equipment Requested; please check off:
(Note: although an “other” section is given below, if not already listed, the ETC might not be in charge of such equipment. Also for any numbers requested, feel free to estimate.)

□ PROJECTOR AND SCREEN
□ VCR  □ DVD PLAYER  □ CD PLAYER
□ VOCAL MICROPHONES  • # NEEDED: _____
□ INSTRUMENT MICS  • # NEEDED: _____
□ MICROPHONE STANDS  • # NEEDED: _____
□ STAGE LIGHTING

□ AMPLIFIER:
□ SMALL (up to 4 inputs)
□ LARGE (5+ inputs)

□ SPEAKERS: (Situation Size)
□ SMALL (Floor Lounge)
□ MEDIUM (Coffeehouse)
□ LARGE (Dining Hall)

Any other needs:______________________________