Event Tech Request Form

THIS FORM MUST BE SUBMITTED AND APPROVED AT LEAST 10 DAYS PRIOR TO THE EVENT.
If possible, attend the Community Council meeting in which your request will be reviewed.

Event Information:

event name

On _______________, _______________ from _______ to _______

day (Sun-Sat)
date

At (circle)

• coffeehouse
• ed classroom
• dining hall

• courtyard
• ed formal lounge

Description:

________________________________________________________________________

________________________________________________________________________

Contact Information:

name __________________________ email __________________________

(____) _______ - _______

Are you a Collins resident or instructor? yes / no

IF NOT, THERE IS A $20 FLAT FEE TO BE PAID PRIOR TO THE EVENT.

Equipment Requested:

NOTE: THE EVENT TECH COORDINATOR MAY NOT BE IN CHARGE OF “OTHER” EQUIPMENT.

☐ projector & screen ☐ dvd player ☐ vcr player

☐ vocal microphone other:________________

☐ instrument microphone # needed other:________________

# needed

notes:________________________________________________________

________________________________________________________
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Note: turning in this form to Community Council less than 10 days before your event leaves you with no guarantee that your request will be honored!

Some important information to consider when filling out this form

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

- You will respect the judgment of the Event Technical Coordinator, and understand that preserving the integrity of Collins equipment takes priority.

- If you or your organization are NOT officially affiliated with the Collins community, then you will be charged a $20 flat fee for this service.

Where this form occurs in the process:

- Idea
- Organization of event
- Space Request Form
- Tech Request Form (attach to previous)
- Review of event at Community Council
- Event happens (if approved)!

The sooner this form is approved and sent to the Event Technical Coordinator, the sooner he/she can prevent any potential complications for your event.

Event Technical Coordinators are students, too; this is why the 10-day buffer is necessary for scheduling, and why ETCs simply cannot be on-call for surprise events and various technical dilemmas.

After filling out this form, attach it to your Space Request Form and submit both in the Duty Office.