

Current Date



UNDERGRADUATE STUDENT GOVERNMENT
Student Activities Center, Suite 202
Stony Brook, NY 11794-2800
(631) 632-6460 * Fax (631) 632-6834

USG AUDIO VISUAL **JOB NO.** _____
EQUIPMENT REQUEST FORM
(Please fill out a separate request for each event)

Date of Week:	<input type="text"/>	Location:	<input type="text"/>	Event Coordinator:	<input type="text"/>
Date of Event:	<input type="text"/>	Rain Location:	<input type="text"/>	Address:	<input type="text"/>
Type of Event:	<input type="text"/>	Estimated Audience Size:	<input type="text"/>	Phone Number:	<input type="text"/>
Event Time:	<input type="text"/> to <input type="text"/>	USG Group?	<input type="text"/>	Fax Number:	<input type="text"/>
Time Equipment must be ready:	<input type="text"/>	Sponsoring Agency:	<input type="text"/>		
Time Event should be completed:	<input type="text"/>	Billing Organization:	<input type="text"/>		

Please have area reserved at least one hour before the equipment is to be ready, so equipment can be setup. Your event coordinator should meet with the operator(s) at this time to explain any details of event and/or setup to sound engineer.

Reservations are made on a first-come, first-served basis, according to availability of equipment.

Reservation may be cancelled prior to the event during posted office hours, or through a phone confirmation with the Operations Manager of USG Audio Visual at no charge except for special equipment rentals.

Unannounced cancellations or cancellations during equipment set-up will be billed in the standard manner.

USG Audio Visual reserves the right to refuse or cancel any reservations due to equipment failure, unavailability of staff or equipment, or other technical reasons beyond our control.

In event of rain, an outdoor event may be cancelled by USG Audio Visual on the day of the event, unless USG Audio Visual is notified at least one business day in advance of an alternate indoor location.

All events that are not held in the Student Union Building are subject to the rental of a truck oasdr van, to ensure the proper transportation of our equipment, unless specified by the Operation Manager.

A late charge may be applied for events that are not reserved three business days in advance by contract or confirmation with Operations Manager.

Sound Equipment

Parties	P.A. Systems	Auditorium
<input type="checkbox"/> Concert System	<input type="checkbox"/> Large or <input type="checkbox"/> Small P.A.	Number of Microphones <input type="text"/>
<input type="checkbox"/> Ballroom Sound System	Number of Microphones <input type="text"/>	<input type="checkbox"/> Cassette Player
<input type="checkbox"/> Bi-Level Sound System	<input type="checkbox"/> Cassette Player	<input type="checkbox"/> CD Player
<input type="checkbox"/> Small Sound System	<input type="checkbox"/> CD Player	<input type="checkbox"/> Spotlights
Number of Microphones <input type="text"/>	<input type="checkbox"/> DJ Coffin	<input type="checkbox"/> FX Lights/Fog Machine
<input type="checkbox"/> Stage Lights/Spotlights	<input type="checkbox"/> Wireless Microphones	<input type="checkbox"/> Wireless Microphones
<input type="checkbox"/> FX Lights/Fog Machine	<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Projectionist
<input type="checkbox"/> DJ Coffin/Dat Machine		<input type="checkbox"/> Other <input type="text"/>
<input type="checkbox"/> Other <input type="text"/>		Is 220V Needed? <input type="text"/>
Truck Rental Needed? <input type="text"/>	If Outdoors, where is the Power Supply? <input type="text"/>	Generators Needed? <input type="text"/>

ESTIMATED COST

I hereby understand the above written contract and I understand that USG Audio Visual will supply the above equipment requested for the event at the estimated cost. **Please note that this contract is not valid until signed by the Director of USG A/V Services in SAC 202.**

Requestor's Signature: _____ Position: _____ Date: _____

SOUND ENGINEER(S) FOR EVENT: _____ **CONTACT NUMBER(S):** _____

AUTHORIZED SIGNATURE: _____ Date: _____