

PASCO-HERNANDO STATE COLLEGE

ACTIVITY SET-UP/AV/SOUND AND MAINTENANCE REQUEST – EAST CAMPUS

This form **must** be completed thoroughly to ensure proper set-up and services are provided for the event. **It must** be attached to the original BBG-13-E (Activity Form – East Campus), and is subject to the same **10-working day advance notice**.

Activity (or Maintenance requested): _____ Location: _____
From (Name – please print): _____ Contact Number: _____
Dept/Div.: _____ Alternate Contact Number: _____
Set-up: Date Required: _____ Set-up to be complete by: _____ (am/pm)

Signature: Requesting Person _____ Date _____ Provost, East Campus (or designee) _____ Date _____

SET-UP REQUIREMENTS: (If additional space is required, please use back of this form)

- 1. _____
2. _____
3. _____
4. _____
5. _____

SET-UP DIAGRAMS

EQUIPMENT REQUESTS:

SOUND EQUIPMENT: (Questions – Contact the Library – 352-518-1211)
Microphone(s): _____ Number of Microphones
Podium Other
AV EQUIPMENT: (Questions – Contact the Library – 352-518-1211)
Lap-Top Projector Internet connection CD player Screen Video Camera
TV/VCR Extension Cord Cables AV Cart Other
Apple/Mac Connection iPad Connection DVD player
Note: Apple/Macintosh or IPAd equipment must be supplied by the requestor.
AV Equipment must be checked out from and returned to the library.

Copy to originator _____ Date _____

Copy to Associate Director of Libraries, East Campus