

PASCO-HERNANDO STATE COLLEGE

ACTIVITY SET-UP/AV/SOUND AND MAINTENANCE REQUEST – NORTH 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-N (Activity Form – North 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, North 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 – 352-797-5007)
Microphone(s): _____ Number of Microphones
 Podium Other _____

AV EQUIPMENT: (Questions – Contact the Library – 352-797-5007)
 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, North Campus