

**PASCO-HERNANDO STATE COLLEGE  
ACTIVITY SET-UP/AV/SOUND AND MAINTENANCE REQUEST – WEST 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-W (Activity Form – West 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                      VP of Academic Affairs and Faculty Development/  
College Provost (or designee)                      Date

\*\*\*\*\*

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

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

<b>SET-UP DIAGRAMS</b>

**EQUIPMENT REQUESTS:**

<b>SOUND EQUIPMENT:</b>		<b>(Questions – Contact the Production Engineer – 727-816-3242)</b>	
Microphone(s): _____	Number of Microphones _____	<input type="checkbox"/> Podium	<input type="checkbox"/> Production Engineer needed for this event
		<input type="checkbox"/> Other _____	
<b>AV EQUIPMENT:</b>		<b>(Questions – Contact the Library – 727-816-3231)</b>	
<input type="checkbox"/> Lap-Top	<input type="checkbox"/> Projector	<input type="checkbox"/> Internet connection	<input type="checkbox"/> CD player
<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Cables	<input type="checkbox"/> AV Cart
<input type="checkbox"/> Apple/Mac Connection	<input type="checkbox"/> iPad Connection	<input type="checkbox"/> DVD player	<input type="checkbox"/> Screen
			<input type="checkbox"/> Video Camera
			<input type="checkbox"/> Other _____
<b><u>Note: Apple/Macintosh or iPad equipment must be supplied by the requestor.</u></b>			
<b><u>AV Equipment must be checked out from and returned to the library.</u></b>			

Copy to originator \_\_\_\_\_ Date \_\_\_\_\_