

# BVS&S Program Set Up Request Form

Please submit this form at least one week in advance of the program.

**NOTE:** Please attach *program notes* including speaker order, agenda, etc.

Program Title: \_\_\_\_\_

Program Time, and Date: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Coordinator phone number: \_\_\_\_\_

Rehearsal Time, and Date: \_\_\_\_\_

**Lecturn Info:**

- ✓ Lecturn Needed?:-----  Yes-----  No
- ✓ Lecturn Location?-----  STAGE----- FLOOR
- ✓ Lecturn Position?-----  LEFT-----  CENTER----  RIGHT

Required platforms and locations: \_\_\_\_\_

Number of microphones needed: \_\_\_\_\_

Note microphone locations: \_\_\_\_\_

Note any special lighting requirements: \_\_\_\_\_

**Special Requirements:**

- ✓ Video Tape or DVD Playback Needed?:-----  Yes-----  No
- ✓ Computer Projection Needed?:-----  Yes-----  No
- ✓ Channel 99 Broadcast?:-----  Yes-----  No
- ✓ Program Recording Needed?: -----  Yes-----  No
- ✓ Recording Format?-----  VHS tape----  DVD

Other special requirements:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Be sure to inform Maintenance Staff regarding room arrangements: number of seats required, seating arrangement, tables, etc.