

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.