

# 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: \_\_\_\_\_

## Lectern Info:

- ✓ Lectern Needed?:----- Yes----- No
- ✓ Lectern Location?----- STAGE----- FLOOR
- ✓ Lectern 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
- ✓ BVTV Broadcast?:----- Yes----- No
- ✓ Program Recording Needed?: ----- Yes----- No
- ✓ Recording Format?----- VHS tape---- DVD

Other special requirements:

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