Equipment Request Form

Event Services
Kane, Mary Gates & Johnson Halls

Event Title: ____________________________________________

Event Date(s): _____________________________ Client Arrival: __________ Room Ready by: __________

Room(s): _____________________________ Event Start Time: __________

Speaker/Performer: __________________________ On-site Contact: __________________________

Details: Please check/fill in what applies to your event.

☐ Catering Caterer: __________________________

☐ Alcohol

☐ Box Lunches # ______

☐ Security Needed

☐ This event will be ticketed.

Cost per ticket: __________________________

Ticket location: __________________________

☐ Outside Rental Furniture

Item(s): __________________________

Delivery date/time __________ Pick up date/time __________

Equipment: Please check the equipment needed for your event. Where necessary indicate the # of items requested.

☐ Podium

☐ Podium Microphone

☐ Wireless Handheld Microphone# ______

☐ Wireless Clip-on Microphone# ______

☐ Additional Microphone# ______

☐ Floorstand # ______

☐ Bringing Laptop w/ sound

☐ Installed Computer

☐ Projector (video & data)

☐ PowerPoint Remote

☐ Laser Pointer

☐ Tablestand # ______

☐ DVD

☐ VCR

☐ TV Cart

☐ DVD VCR # ______

☐ 16mm Film Projector

☐ Panel

☐ # of panelists ______

☐ I would like my event video recorded

☐ I would like my event audio recorded

☐ TV Washington Involved

☐ UWTV Involved

☐ Other: __________________________

Event Summary

(Optional) This will be posted to our online event calendar.

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Furniture

Specify any tables or chairs needed and their locations.

Available: 6', 8', or 10' Tables & Chairs

__________________________________________________________

__________________________________________________________

__________________________________________________________

__________________________________________________________

Please confirm by initializing __________________________