

IT SUPPORT QUESTIONNAIRE:

Reservation #

Name of Event:

Date of Event:

Will you be using the AV equipment? Yes. If YES, continue:

What will you be using the AV equipment for? (There can be more than one option selected.)

- ☐ Video/Movies,
- ☐ Audio (Specify format, ex. from a phone or CD),
- ☐ Laptop display (PowerPoint, documents),
- ☐ Mac Laptop display,
- ☐ Remote meeting,
- ☐ Room sound,
- ☐ Podium
- ☐ DVD/Blu-Ray
- ☐ Other (Please specify below)

Please specify if you require a podium with mic, or wireless mics. Please specify location(s) for placement.

Do you want to schedule a Tech Walkthrough?

- If YES, then request Renee/Facilities coordinate the time/reserves the room for your walk-through with IT confirming.
- Do you require IT technician present at your event? Yes.
Explain your need for an IT attendant to be present during your event.
(subject to IT Supervisor approval)

If you need a loaner laptop please place an IT RT work order.

Form provided by AV
Supervisor 3/3/23