



IT / AV Request Form

The IT / AV Request Form will be required for all campus events / meetings / activities that require IT (Technology) / AV (Audio/Visual) equipment or IT staff assistance. Please note that if assistance with setup is requested it will be subject to staff availability. Email this form to Julio Castillo, jcastillo@usw.edu (ex. 2181) in the education building and copy Josh Ford, jford1@usw.edu.

Activity Name:

Initiator:

Division:

Main Point of Contact:

Event Type:

Location of Activity:

Date Requested:

Date of Activity:

Beginning Time:

Ending Time:

Equipment:

Laptop(s) #

Projector(s) #

Camera

SD Card

Video Camera

TV

Speakers Big Small

Microphone(s) #

Conference Phone

****If screen is needed you will need to submit Event Request form with Maintenance.**

Other / Special Instructions:

Need Assistance with Setup: ***Please note that assistance with setup is subject to staff availability.*

Day of Event

Day prior to Event

IT Staff Assistance needed during activity

If your activity is outside of normal campus activities and requires setup with maintenance please fill out the Campus Events Scheduling and Implementation Application