

CHECK LIST OF EVENT NEEDS - Please check and indicate quantities of all the following which are needed for your event:

GENERAL

- Registration table(s) _____
- Extension cords
- Podium
- Tables- how many _____
- Chairs – how many _____
- Easel (you must provide your own paper and markers)
- Other _____

➔ Special Note: Use of college photocopiers is prohibited. Please plan to bring all necessary copies and documents with you!

TECHNICAL ----(There may be an hourly technician's fee associated with the use of some technical equipment that belongs to the college.)

Media type presenting: (Example Power Point, Video) _____

AV Requirements:

Standard Microphone	DVD/CD Player	Personal Computer (IBM compatible)
Wireless Microphone	VHS Player	MS Office XP MS Office 2003
LCD Projector	Cassette Player	CD Rom drive floppy drive
Overhead	Video Conferencing Services	Internet Connectivity
Projection Screen	Teleconferencing Services	

Additional Needs: _____

PLEASE DIAGRAM THE NEEDED ROOM SET-UP
(There may be an hourly room set-up and tear-down fee associated with some set-up formations)