

### Special Events Information Technology / AV Requirements

In order to best serve your IT/AV needs the following form will need to be completed for **ALL** of the presenters for your event and returned to Mark Collins - Phone #: 419-755-4815, **Fax #: 419-755-5674**  
E-Mail: [mcollins@ncstatecollege.edu](mailto:mcollins@ncstatecollege.edu)

no later than two weeks prior to the event date. Technical support fees may apply.

**To be filled out by primary contact person:**

Special Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_  
 Primary Event Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 E-mail Address \_\_\_\_\_ Cell \_\_\_\_\_  
 Total number of presenters for event \_\_\_\_\_ Time Start \_\_\_\_\_ Time End \_\_\_\_\_

List presenters in order of presenting:	Contact Phone #	AV Needs	Room /Bld (NCSC to assign)
1. _____	_____	<input type="checkbox"/>	_____
2. _____	_____	<input type="checkbox"/>	_____
3. _____	_____	<input type="checkbox"/>	_____
4. _____	_____	<input type="checkbox"/>	_____
5. _____	_____	<input type="checkbox"/>	_____
6. _____	_____	<input type="checkbox"/>	_____
<i>Additional presenters can be listed on back of form.</i>			

Presenter #1 Name _____	Time Presenting _____ to _____	No AV Requested	Room/Bld _____
Media type presenting: (Example Power Point, Video) _____			
<b>AV Requirements:</b>			
Standard Microphone	DVD/CD Player	Personal Computer (IBM compatible)	
Wireless Microphone	VHS Player	MS Office XP      MS Office 2003	
LCD Projector (Powerpoint)	Cassette Player	CD Rom drive      floppy drive	
Overhead Projector (transparencies)	Video Conferencing Services	Internet Connectivity	
Projection Screen	Teleconferencing Services		
Additional Needs: _____			

**Tips For Success!**

**Preload Media** - PowerPoint presentations can be e-mailed directly to [ykissel@ncstatecollege.edu](mailto:ykissel@ncstatecollege.edu) and will be preloaded for presenter prior to the event, or you can bring your presentation on disk, CD, or Disk on Key **one hour prior to event start time**. (Must be notified in advance if you plan to bring it in so tech support is available)

**Arrive Early!** Early arrival, one hour prior, insures your IT/AV needs are met and you will be shown how to operate the equipment.

**Use Our Equipment** – we have laptops available that are configured with our projectors and other equipment.

### Special Events AV Requirements Additional Presenter Information

Special Event Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Presenter # _____ Name _____	Time Presenting _____ to _____	No AV Requested	Room/Bld _____
Media type presenting: (Example Power Point, Video) _____			
<b>AV Requirements:</b>			
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: _____			

Presenter # _____ Name _____	Time Presenting _____ to _____	No AV Requested	Room/Bld _____
Media type presenting: (Example Power Point, Video) _____			
<b>AV Requirements:</b>			
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: _____			

Presenter # _____ Name _____	Time Presenting _____ to _____	No AV Requested	Room/Bld _____
Media type presenting: (Example Power Point, Video) _____			
<b>AV Requirements:</b>			
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: _____			