Tech Crew Event Setup Form

Event Day_________________ Event Date____________ Start Time____________ End Time________

Setup Time: ____________ Duration: _______________

Event Name_______________________________________ Event Location_______________________

Event Contact ________________________________    Department _____________________________

Phone # ______________________       Email Address ______________________________________________

Tech Crew Assistant should arrive by _____________________ AM or PM

Tech Crew Assistant(s) assigned to work event______________________________________________
(filled in by Student Activities Staff)

Audio Equipment   #  Video Equipment        Other

Podium Mic  ___  Data Projector ___  □  Wireless Remote ___  □
Wireless Hand Mic ___  Computer ___  □  Audio in Ppt _____  □
Wireless Lapel Mic ___  DVD/VHS Unit ___  □
Table Mic ___  TV- DVD/VHS Unit ___  □
Standing Mic ___  Projection Screen ___  □
BOSE System ___  Notes:
House Speakers ___

Key

○ = presenter(s)
□ = table/stage/podium
● = mic(s)
■ = screen
■ = projection system
▲ = camera(s)
+ = speaker(s)
--- = cable path

Layout