# AUDIO VISUAL REQUEST ORDER

| Contact Name: ____________________________ | EVENT DATE: ____________ |
| Organization/ Event Name: ____________________________ | |

## AUDITORIUM (Equipment Use in Auditorium Only)

- ___ Lectern with built in microphone *(No Charge)*  Left, right or center stage
- ___ Wired microphones ($35)  Please provide stage diagram (Quantity Limited)
- ___ Wireless lavaliere/ handheld microphone ($125)
- ___ Audio Cassette ($50)  through house sound system

Do You Want to Record Meeting?* ___  Cassette Charge:  ($5 each)

- ___ Compact Disc or I-Pod Connection ($50)  through house sound system

## Film Projection:  ($200/ Hour Equipment Fee)

- ___ 16mm Film (2)*  How many reels? ___
- ___ 35mm Film (2)*  How many reels? ___
- ___ 35mm Slide ($75)  Single or dual projection?  Presenter must load slides for projectionist prior to event

## Front Screen Video Projection:

- ___ Video Camera and Tripod ($185)  Operator Charge:  $75.00/ hour
- ___ VHS Playback or S-VHS Playback ($50)  Videocassette projected onto auditorium screen
- ___ DVD/ LCD Playback ($400)  Digital Video Disc projected onto auditorium screen
- ___ BetaSP Playback ($300)  Analog Beta tape projected onto auditorium screen
- ___ Visual Presenter ($75)  Documents/objects/transparencies projected onto auditorium screen

- ___ LCD Power Point Presentation ($350)  Images front projected onto auditorium screen.  Includes LCD Projector, VGA and audio connections.  Client to provide laptop.

## ADDITIONAL EQUIPMENT:

- ___ Flipchart, Pad and Markers ($25) each
- ___ Laser Pointer ($30)
- ___ 35mm Slide Package ($75)  (Projector on stand, screen, wireless remote control)
- ___ Portable 6" TV/ VCR ($60)  1-5 people (AC/DC power, antenna)
- ___ Video Playback Package ($100)  Small group (19" TV Monitor on cart, VHS player)
- ___ Video Playback Package ($200)  Video Projector on cart, VHS player, screen
- ___ Data LCD Projection Package ($400)  LCD projector, screen, cart, & Remote Advancer
- ___ Video Conferencing System ($80)*  Large screen monitor on cart with camera and phone hookup
- ___ Portable 8 FT. Tripod Projection Screen ($30)
- ___ VHS Video Cassette Recorder ($50)
- ___ Easel for Lightweight Signage ($15) each  (Quantity Limited)
- ___ Document Projection/ Overhead ($150)  Elmo Projector, Screen
- ___ Polycom Phone Premiere 550D ($100)
- ___ Internet, Sound or Power Interface Fee ($50) per connection
- ___ Remote Power Point Advancer ($50)
- ___ In-house Gobo Specialty Lighting Package (6 lights w/ Branches pattern) $300

Event Technician ($35 per hour)  4 hour minimum.  A technician is required for Frist Center equipment, house sound and lighting coordination of event.  Equipment is on a first come, first served basis.  3/2011