

# Sound Request Form for Campus Events

Please complete this form if you are a Faculty or Staff member requesting media or sound equipment for campus events.

- Forms are located on the Learning Resources Web Page for: Classroom requests, Equipment checkouts, PC/MAC Classroom Reservations, and Media Duplication requests.

**Sound Request Policies:**

- Learning Resources requires a **TWO (2)-WEEK notice for ALL EVENTS.**
- Only a person who is on Staff or is a member of the Faculty at Asbury College can request support.
- Groups outside of Asbury College must contact Conference Services to book special events on campus and request support.
- Learning Resources does not rent out sound equipment for events without also running the equipment or take it off campus.
- All changes must be received 24-hours or more before the event.
- If a L.R. employee is required to run PowerPoint, L.R. must receive the PPT file at least 24-hours before the event.
- Estimates will be given only if asked for. Final cost may vary.
- Once the request is received by Learning Resources, the sponsor agrees to pay all charges.
- Stolen/missing/damaged equipment will be billed to the account number provided.
- Confirmation will be emailed within 2 business days.

|                      |  |                     |  |
|----------------------|--|---------------------|--|
| Event Date:          |  | Sponsored By:       |  |
| Contact Person:      |  | Account #:          |  |
| Contact Email:       |  | Contact Phone:      |  |
| Event Name:          |  | Event Location:     |  |
| Start Time of Event: |  | # Guests Attending: |  |
| End Time of Event:   |  | Sound Check Time:   |  |

**Common Requests:**

|              |                          |                    |                          |                         |                          |            |                          |     |                          |
|--------------|--------------------------|--------------------|--------------------------|-------------------------|--------------------------|------------|--------------------------|-----|--------------------------|
| Podium Mic   | <input type="checkbox"/> | Cable for iPod use | <input type="checkbox"/> | CD Player               | <input type="checkbox"/> | DVD/VCR    | <input type="checkbox"/> |     |                          |
| Record Event | <input type="checkbox"/> | Video Projector    | <input type="checkbox"/> | LR to run Presentation: | NO                       | Laptop: PC | <input type="checkbox"/> | MAC | <input type="checkbox"/> |

**In the box below please describe your event in as much detail as possible.**

Please include ALL Speakers, Vocalists, Musicians (and their instruments), and anything else that you can think of related to the event such as wireless mics. If there are other parties involved, such as a caterer, please list them as well.

**Learning Resources requires a meeting to coordinate large events such as, but not limited to the:  
Fall Variety Show, Freshman Talent Show, Alumni Reunion, Baccalaureate, and Commencement.**

**Learning Resources Use Only**

Date Request Received:

|  |                   |             |
|--|-------------------|-------------|
| Estimated Labor:   | Estimated Rental: | Other Cost: |
| Sponsor Confirmed Date:  |                   |             |
| Learning Resources: Accepts <input type="checkbox"/> Declines <input type="checkbox"/> |                   | Signature:  |