



WEST VALLEY COLLEGE TELEVISION/AV OPERATIONS

Audio-Visual Services Request Form

408.741.2031

Updated December 2008

AV SERVICES REQUEST FORM

AV Services provides the college community with AV equipment and technicians, free of charge, for various events and presentations. Priority for covering events will be based on a first come, first served basis. There is no charge for this service except when additional staff, equipment or supplies must be hired, rented or purchased.

- **Services available: Dell or Mac laptops, LCD projectors, TVs, DVD players, sound systems (microphones, mixers, speakers, amps, recorded music from an iPod).**
- **For recording of your event, either audio or video, please complete the Multimedia Production Request Form.**

Procedure:

1. Fill out, sign and return this proposal to the TV/AV Department (mail stop is WVC Printing).
2. TV/AV staff will evaluate the proposal, determine costs (if any), scheduling, etc. and respond to your request via email or phone call.

Please fill out the following:

1. Requester's Name:
2. Phone/ext:
3. Today's date:
4. Date/time of event:
5. Location, room number:
6. Estimated # of attendees:
7. Type of program, event:
8. Equipment needed:

Your signature: _____